



FINANCE COMMITTEE

CITY COUNCIL

MONDAY, APRIL 18, 2011
CITY COUNCIL OFFICE
5:00 p.m.

COMMITTEE OF THE WHOLE

1. Community Development Payment System Update & Response to Council Presidents Request for Administrative Expenses

Committee Members: F. Acosta, Chair; D. Reed; J. Waltman

Although Council committee meetings are open to the public, public comment is not permitted. However, citizens are encouraged to attend and observe the committee meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair.

- I. Role and Duties of Elected City Auditor – Deferred until May Mtg**
Language from Charter & Adm Code from Reading, Allentown & Harrisburg, along with outtakes from DCED Auditor's Handbook attached
- II. Cable Channels Assigned under Franchise Agreement – Deferred until May Mtg**
Discussion with Administration, Comcast and BCTV – scheduled for early May)
- III. Department Budget Reports (J. Nagel)**
- IV. Findings of the Auditor General's Audit of the Liquid Fuels Budget**

V. Review IT Monthly Report

Update on Data Cleansing

VI. Update Major Systems Residential Rehab – Program Amendment (D. Robinson)

VII. Update - Collection Report for Delinquent Taxes and Misc Fines & Fees (RE01)

1. Update on Status of Linebarger Contract
2. Per Capita (Linebarger) - *Suggestion to ask School District to bill and collect Per Capita*
3. Permits & Miscellaneous(Linebarger)

VIII. Review Act 47 Recovery Plan Initiatives – *Written Report Only*

IX. CD Report – *Written Report Only*

- a. Un-programmed CDBG Funds
- b. Closing out unpaid CD Loans (CD02)
- c. UDAG Fund
 - 2009 Balance Sheet/Income Statement
 - 2010 Balance Sheet/Income Statement and quarterly report for 2010 showing revenues and expenditures

2011 Budget Follow Up Items

1. Explore further healthcare reductions by using the “Major Medical” approach where all medical expenses are paid out of pocket and then reimbursed on a percentage bases. Also inquire with the RSD and County re opting in to one of their current packages
2. Explore outsourcing additional tax billing and collection areas
3. Review projections and objectives in Recovery Plan and plan implementation
4. PILOT - develop approach to increase PILOTs from non-profits

3:56 PM
04/12/11

Community Development City of Reading Pennsylvania
Check Detail
February 1 through April 1, 2011

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Deposit		3/9/2011			1003 · HOME GRA...		0.00
TOTAL						0.00	0.00
Check	93	3/7/2011	OUR CITY OF REA...		1004 · NSP2 GRAN...		-304,278.03
			NSP2 REHAB	B-3 · NSP2 REHAB		-249,975.55	249,975.55
			NSP2 REHAB	B-3 · NSP2 REHAB		-34,170.62	34,170.62
			NSP2 ADMINISTR...	B-7 · NSP2 ADMINI...		-20,131.86	20,131.86
TOTAL						-304,278.03	304,278.03
Check	1001	3/9/2011	STAPLES ADVANT...		1003 · HOME GRA...		-352.94
			HOME ADMIN		OFFICE SUPPLIES	-352.94	352.94
TOTAL						-352.94	352.94
Check	1001	3/9/2011	Computer Integrat...		1001 · CDBG & CD...		-399.00
			CDBG ADMIN2011		OFFICE EQUIPME...	-399.00	399.00
TOTAL						-399.00	399.00
Check	1001	3/9/2011	READING EAGLE ...		1004 · NSP2 GRAN...		-800.00
			NSP2 ADMINISTR...		NSP2 OFFICE SUP...	-800.00	800.00
TOTAL						-800.00	800.00
Check	1001	3/11/2011	OPPORTUNITY H...		1002 · ESG & HPR...		-33,819.45
			HPRP OPPORTUN...		09-5802 · HPRP Op...	-14,737.01	14,737.01
			HPRP OPPORTUN...		09-5802 · HPRP Op...	-19,082.44	19,082.44
TOTAL						-33,819.45	33,819.45
Check	1002	3/9/2011	FEDEX		1001 · CDBG & CD...		-69.20
			CDBG ADMIN2011		OFFICE SUPPLIES	-69.20	69.20
TOTAL						-69.20	69.20

3:56 PM
04/12/11

Community Development City of Reading Pennsylvania
Check Detail
February 1 through April 1, 2011

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1002	3/21/2011	OUR CITY OF REA...	1004 · NSP2 GRAN...		-57,968.11	-57,968.11
TOTAL			NSP2 REHAB	B-3 · NSP2 REHAB		-57,968.11	57,968.11
Check	1003	3/9/2011	Mullin & Loneragan...	1001 · CDBG & CD...		-995.00	-995.00
TOTAL			CDBG ADMIN2011	CONSULTING SER...		-995.00	995.00
Check	1003	3/14/2011	CITY OF READING	1003 · HOME GRA...		-184,092.16	-184,092.16
TOTAL			HOME ADMIN NHS CHDO 2010 NHS 2009 NHS2010 NHS2004 HOME ADMIN	HOME ADMIN NHS CHDO NHS NHS NHS HOME ADMIN		-11.22 -14,196.17 -27,000.00 -24,750.32 -31,523.54 -86,610.91 184,092.16	11.22 14,196.17 27,000.00 24,750.32 31,523.54 86,610.91
Check	1003	3/23/2011	OUR CITY OF REA...	1004 · NSP2 GRAN...		-59,932.78	-59,932.78
TOTAL			NSP2 REHAB	B-3 · NSP2 REHAB		-59,932.78	59,932.78
Check	1004	3/23/2011	OUR CITY OF REA...	1004 · NSP2 GRAN...		-20,957.16	-20,957.16
TOTAL			NSP2 REHAB	B-3 · NSP2 REHAB		-20,957.16	20,957.16
Check	1005	3/30/2011	OUR CITY OF REA...	1004 · NSP2 GRAN...		-88,806.09	-88,806.09
TOTAL			NSP2 REHAB	B-3 · NSP2 REHAB		-88,806.09	88,806.09
Check	1006	3/9/2011	SAM LOTH	1001 · CDBG & CD...		-768.70	-768.70
TOTAL			CDBG ADMIN MA...	CONSULTING SER...		-768.70	768.70

3:56 PM
04/12/11

Community Development City of Reading Pennsylvania
Check Detail
February 1 through April 1, 2011

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1007	3/7/2011	Barry Isett & Asso...	1001 · CDBG & CD...		-4,325.00	-4,325.00
TOTAL			MASTER PLAN	MASTER PLAN		-4,325.00	4,325.00
Check	1008	3/7/2011	APEX COMPANIE...	1001 · CDBG & CD...		-900.00	-900.00
TOTAL			RESIDENTIAL FAÇ...	RESIDENTIAL FAÇ...		-900.00	900.00
Check	1009	3/7/2011	Cairone & Kaupp l...	1001 · CDBG & CD...		-2,200.00	-2,200.00
TOTAL			BARBEY PLAYGR...	BARBEY PLAYGR...		-2,200.00	2,200.00
Check	1010	3/7/2011	BURKEY CONSTR...	1001 · CDBG & CD...		-2,275.18	-2,275.18
TOTAL			Library Improvements	Library Improvements		-2,275.18	2,275.18
Check	1011	3/7/2011	Barry Isett & Asso...	1001 · CDBG & CD...		-3,811.00	-3,811.00
TOTAL			500 BLK FRANKL...	500 BLK FRANKL...		-3,811.00	3,811.00
Check	1013	3/9/2011	Clark Resources	1001 · CDBG & CD...		-4,000.00	-4,000.00
TOTAL			CDBG ADMIN2011	CONSULTING SER...		-4,000.00	4,000.00
Check	1014	3/9/2011	READING EAGLE ...	1001 · CDBG & CD...		-112.60	-112.60
TOTAL			CDBG ADMIN2011	Advertising		-112.60	112.60
Check	1015	3/14/2011	Barry Isett & Asso...	1001 · CDBG & CD...		-11,422.99	-11,422.99
TOTAL			MASTER PLAN	CONSULTING SER...		-11,422.99	11,422.99

3:56 PM
04/12/11

Community Development City of Reading Pennsylvania
Check Detail
February 1 through April 1, 2011

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1016	3/14/2011	PRO MAX FENCE ...		1001 - CDBG & CD...	-24,441.00	-24,441.00
			Brookline Playgroun...		Brookline Playgroun...	-7,074.00	7,074.00
			E. J. Dives Playgro...		E. J. Dives Playgro...	-10,167.00	10,167.00
			Schlegel Park Impr...		Schlegel Park Impr...	-7,200.00	7,200.00
TOTAL						-24,441.00	24,441.00
Check	1017	3/21/2011	JIM McHALE		1001 - CDBG & CD...	-5,000.00	-5,000.00
			FACADE IMPROV...		456 Bingham St. F...	-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00
Check	1018	3/23/2011	PENN PRIDE INC		1001 - CDBG & CD...	-464.89	-464.89
			CDBG ADMIN2011		FUEL EXPENSE	-464.89	464.89
TOTAL						-464.89	464.89
Check	1019	3/23/2011	READING REDEV...		1001 - CDBG & CD...	-2,719.55	-2,719.55
			Blighted Property R...		Blighted Property R...	-2,719.55	2,719.55
TOTAL						-2,719.55	2,719.55
Check	1020	3/23/2011	JERSEY INK		1001 - CDBG & CD...	-180.00	-180.00
			CDBG ADMIN2011		Advertising	-180.00	180.00
TOTAL						-180.00	180.00
Check	1021	3/23/2011	ONE POINT		1001 - CDBG & CD...	-7,660.00	-7,660.00
			CDBG ADMIN2011		OFFICE REMODEL	-7,660.00	7,660.00
TOTAL						-7,660.00	7,660.00
Check	1022	3/23/2011	READING EAGLE...		1001 - CDBG & CD...	-106.00	-106.00
			CDBG ADMIN2011		Advertising	-106.00	106.00
TOTAL						-106.00	106.00

3:56 PM
04/12/11

Community Development City of Reading Pennsylvania
Check Detail
February 1 through April 1, 2011

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1023	3/30/2011	WINDSOR SERVICE		1001 - CDBG & CD...		-14,861.63
			2010 Stree Paving		2010 STREET PAV...	-14,861.63	14,861.63
TOTAL						-14,861.63	14,861.63
Check	1024	3/30/2011	READING EAGLE ...		1001 - CDBG & CD...		-148.90
			CDBG ADMIN2011		Advertising	-148.90	148.90
TOTAL						-148.90	148.90
Check	1025	4/1/2011	FEDEX		1001 - CDBG & CD...		-58.06
			CDBG ADMIN2011		OFFICE SUPPLIES	-58.06	58.06
TOTAL						-58.06	58.06
Check	1027	4/1/2011	COUNTY OF BERKS		1001 - CDBG & CD...		-1,930.50
			CDBG ADMIN2011		COURT COST	-1,930.50	1,930.50
TOTAL						-1,930.50	1,930.50
Check	21012	3/7/2011	BURKEY CONSTR...		1001 - CDBG & CD...		-4,590.00
			Fire Station Improv...		Fire Station Improv...	-4,590.00	4,590.00
TOTAL						-4,590.00	4,590.00

CITY OF READING
NSP2 PROGRAM

093

03-50/310
88374

DATE 03/07/2011

PAY
TO THE
ORDER OF

OUR CITY OF READING.....

\$ 304,278.03

THREE HUNDRED FOUR THOUSAND TWO HUNDRED SEVENTY EIGHT and 03/100 DOLLARS



WACHOVIA

Wachovia Bank, a division of Wells Fargo Bank, N.A.

FOR Inv#693, 694, 688, 689

⑈000093⑈ ⑆031000503⑆ 2000060452418⑈

Security
Features
Compare to
Back

Our City of Reading

3/7/2011

Voucher#150827, Inv#693
Voucher#150823, Inv#694
Voucher#150828, Inv#688 & 689

249,975.55
34,170.62
20,131.86

CHECK#093

NSP2 GRANT BANK

X Shelly Furr

DATE

3/7/11

304,278.03

Our City of Reading

3/7/2011

Voucher#150827, Inv#693
Voucher#150823, Inv#694
Voucher#150828, Inv#688 & 689

249,975.55
34,170.62
20,131.86

NSP2 GRANT BANK

304,278.03

ITY OF READING
HOME INVESTMENT PARTNERSHIPS PROGRAM
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank
3-50310

001001

3/9/2011

PAY TO THE
ORDER OF

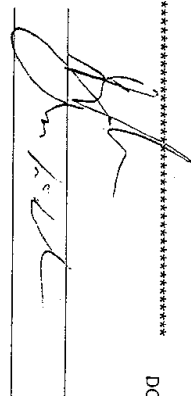
STAPLES ADVANTAGE

\$**352.94

Three Hundred Fifty-Two and 94/100*****

DOLLARS

STAPLES ADVANTAGE
DEPT PHL
P.O. BOX 415256
BOSTON, MA 02241-5256
MEMO



⑈001001⑈ ⑆031000503⑆2000060452405⑈

CITY OF READING
HOME INVESTMENT PARTNERSHIPS PROGRAM
STAPLES ADVANTAGE

Inv# 2159682

3/9/2011

001001

352.94

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of
3-50310
Wachovia Bank, N.A.

001001

3/9/2011

PAY TO THE
ORDER OF Computer Integration Group, Inc.

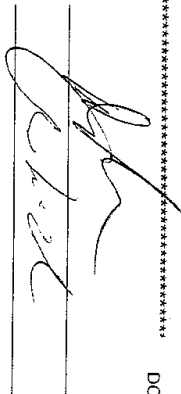
\$**399.00

Three Hundred Ninety-Nine and 00/100*****

DOLLARS

Computer Integration Group, Inc.
2570 Ponderosa Drive
Lancaster, PA 17601-5326

MEMO



⑈001001⑈ ⑆031000503⑆2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
Computer Integration Group, Inc.

Inv#6120 hp laser printer

3/9/2011

399.00

001001

CITY OF READING
NEIGHBORHOOD STABILIZATION PROGRAM
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001001

3/9/2011

TO THE
ORDER OF

READING EAGLE COMPANY

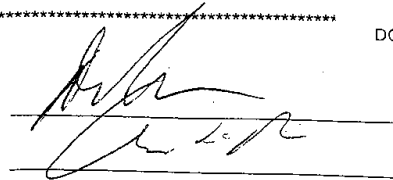
\$**800.00

Eight Hundred and 00/100*****

DOLLARS

READING EAGLE COMPANY
P.O. BOX 582
READING, PA 19603

MEMO



⑈001001⑈ ⑈031000503⑈ 2000060452418⑈

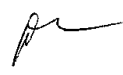
CITY OF READING
NEIGHBORHOOD STABILIZATION PROGRAM
READING EAGLE COMPANY

Inv date 2/23/2011

3/9/2011

001001

800.00



BILLED ACCOUNT
COMMUNITY DEVELOPMENT

INVOICE NO
02/23/11

MAKE CHECK PAYABLE TO:

Reading Eagle Company

P.O. BOX 582

AMOUNT ENCLOSED

READING, PA 19603-0582

ADVERTISING INVOICE / STATEMENT

800.00

REMITTANCE - DETACH & RETURN THIS PORTION WITH YOUR PAYMENT.



CITY OF READING COMMUNITY DEVELOPMENT
VOUCHER PAYABLE FORM

Please complete all sections and attach to this form the corresponding back up documentation

DATE 3/9/2011

Vendor Name: OPPORTUNITY HOUSE IDS# 1372

Funding Type: EN

Funding Source: HPRP

Invoice# 17&18

Item Description: Homeless Prevention Amount(s): \$14,737.01

\$19,082.44

\$0.00

\$0.00

Total: \$33,819.45

CITY OF READING
EMERGENCY SHELTER GRANT
OPPORTUNITY HOUSE

Voucher#5238181, Inv#18
Voucher#5238184, Inv#17

3/11/2011

001001

14,737.01
19,082.44

X Monty D DATE 3/11/11

VENDOR PICKED

VP CHECK ON 3/11/11

ESG & HPRP BANK A

33,819.45

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of
Fargo Bank, N.A.
3-00/310

001002

3/9/2011

PAY TO THE
ORDER OF FEDEX

\$ **69.20

Sixty-Nine and 20/100*****

DOLLARS

FEDEX
P.O. BOX 371461
PITTSBURG, PA 15250-7461

MEMO

⑈001002⑈ ⑈031000503⑈ ⑈2000060452382⑈

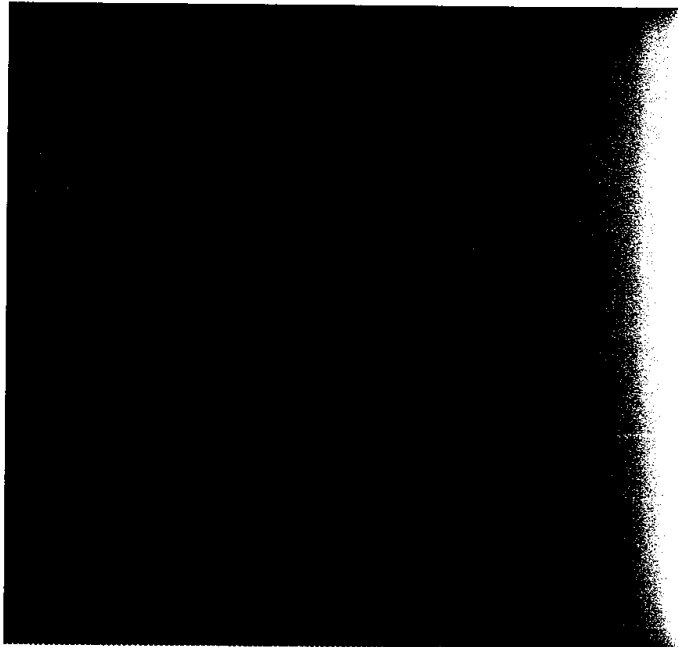
CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
FEDEX

Inv# 7-393-85266, 02/15/2011

3/9/2011

001002

69.20



CITY OF READING
NEIGHBORHOOD STABILIZATION PROGRAM
Our City of Reading

Voucher#151418 & 151871 Invoice#696

3/21/2011

001002


57,968.11

VENDOR
PICKED UP CHECK
ON 3/29/11

3/29/11
Shelly Finn

NSP2 GRANT BANK

57,968.11

 SUPERIOR PRESS • (888) 590-7998 JB1476777



CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT

815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
division of
PNC Financial Services Group, Inc.
3-50/310

001003

3/9/2011

PAY TO THE
ORDER OF Mullin & Loneragan Associates

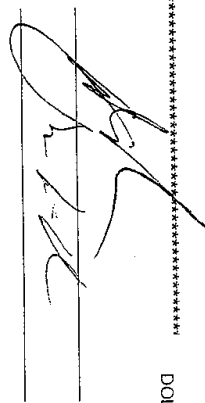
\$**995.00

Nine Hundred Ninety-Five and 00/100*****

DOLLARS

MEMO

Mullin & Loneragan Associates
State Hill Business Center
3909 Hartzdale Dr, Ste 901
Camp Hill, PA 17011



⑈001003⑈ ⑆031000503⑆2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
Mullin & Loneragan Associates

Inv#116-95*15, 2/21/2011

3/9/2011

001003
995.00

CITY OF READING
HOME INVESTMENT PARTNERSHIPS PROGRAM
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001003

3/14/2011

PAY TO THE
ORDER OF

CITY OF READING

\$**184,092.16

One Hundred Eighty-Four Thousand Ninety-Two and 16/100***** DOLLARS

CITY OF READING
815 WASHINGTON STREET
READING, PA 19601



MEMO

⑈001003⑈ ⑆031000503⑆2000060452405⑈

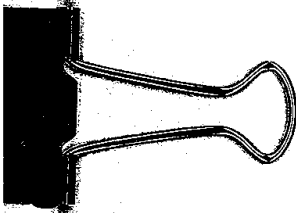
CITY OF READING
HOME INVESTMENT PARTNERSHIPS PROGRAM
CITY OF READING

3/14/2011

001003

Voucher#5240863, Travel expenses
Reimbursement for invoice paid
Reimbursement for invoice paid
Reimbursement for invoice paid
Reimbursement for invoice paid
Reimbursement for invoice paid

11.22
14,196.17
27,000.00
24,750.32
31,523.54
86,610.91



HOME GRANT BANK

184,092.16

CITY OF READING
HOME INVESTMENT PARTNERSHIPS PROGRAM
CITY OF READING

3/14/2011

001003

Voucher#5240863, Travel expenses
Reimbursement for invoice paid
Reimbursement for invoice paid
Reimbursement for invoice paid
Reimbursement for invoice paid
Reimbursement for invoice paid

11.22
14,196.17
27,000.00
24,750.32
31,523.54
86,610.91

HOME GRANT BANK

184,092.16



CITY OF READING COMMUNITY DEVELOPMENT
VOUCHER PAYABLE FORM

Please complete all sections and attach to this form the corresponding back up documentation

DATE 3/21/2011

Vendor Name: OUR CITY OF READING

IDS# B-3

Funding Type: EN

Funding Source: NSP2

Invoice# 699

Item Description: NSP2 REHAB

Amount(s): \$59,932.78

\$0.00

\$0.00

\$0.00

Total: \$59,932.78

CITY OF READING
NEIGHBORHOOD STABILIZATION PROGRAM
Our City of Reading

Inv#699

3/23/2011

001003
59,932.78

VENDOR PICKED
UP CHECK ON
3/29/11

NSP2 GRANT BANK

59,932.78

CITY OF READING
NEIGHBORHOOD STABILIZATION PROGRAM
Our City of Reading

Inv#698

3/23/2011

001004

20,957.16

3/29/11
Shelly Fays

VENDOR PICKED
UP CHECK ON
3/29/11

NSP2 GRANT BANK

20,957.16

SUPERIOR PRESS • (888) 590-7998 JB1476777

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of
Fargo Bank, N.A.
3-50/310

001006

3/9/2011

PAY TO THE
ORDER OF

SAM LOTH

\$ **768.70

Seven Hundred Sixty-Eight and 70/100 *****

DOLLARS

SAM LOTH
516 SELL ROAD
MOHNTON, PA 19540

MEMO



⑈001006⑈ ⑈031000503⑈2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
SAM LOTH

Voucher #5240643, Inv date 3/1/2011

3/9/2011

001006

768.70



CITY OF READING
NEIGHBORHOOD STABILIZATION PROGRAM
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001005

3/30/2011

PAY TO THE
ORDER OF

Our City of Reading

\$ **88,806.09

Eighty-Eight Thousand Eight Hundred Six and 09/100***** DOLLARS

OUR CITY OF READING
4500 PERKIOMEN AVE
READING, PA 19606

MEMO

David M. Citak
Carle E. [Signature]

⑈001005⑈ ⑆031000503⑆2000060452418⑈

CITY OF READING
NEIGHBORHOOD STABILIZATION PROGRAM
Our City of Reading

Voucher# 153017 Inv#697

3/30/2011

001005

88,806.09

NSP2 GRANT BANK

88,806.09

CITY OF READING
NEIGHBORHOOD STABILIZATION PROGRAM
Our City of Reading

Voucher# 153017 Inv#697

3/30/2011

001005

88,806.09

NSP2 GRANT BANK

88,806.09

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of
Fargo Bank, N.A.
3-50/310

001008

3/7/2011

PAY TO THE
ORDER OF APEX COMPANIES LLC

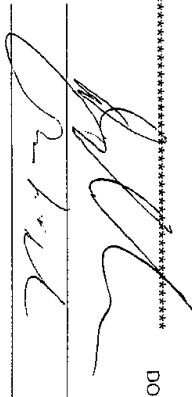
\$**900.00

Nine Hundred and 00/100*****

DOLLARS

APEX COMPANIES LLC
P.O. BOX 1443
BALTIMORE, MD 21203-4443

MEMO



⑈001008⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
APEX COMPANIES LLC

Voucher#5151419, Inv#758726

3/7/2011

900.00

001008

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001009

3/7/2011

PAY TO THE
ORDER OF

Cairone & Kaupp Incorporated

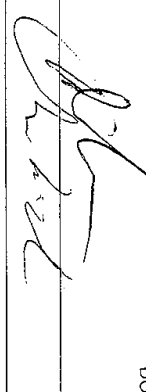
\$**2,200.00

Two Thousand Two Hundred and 00/100*****

DOLLARS

Cairone & Kaupp Incorporated
1118 E. Columbia Ave
Philadelphia, PA 19125

MEMO



⑈001009⑈ ⑆031000503⑆ 2000050452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
Cairone & Kaupp Incorporated

Voucher#5151419, Inv#1024-101

3/7/2011

001009

2,200.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of
PNC Financial Services Group, Inc.
3-50/310

001010

3/7/2011

PAY TO THE
ORDER OF BURKEEY CONSTRUCTION CO.

\$**2,275.18

Two Thousand Two Hundred Seventy-Five and 18/100*****

DOLLARS

BURKEEY CONSTRUCTION CO.
506 MORGANTOWN RD
READING, PA 19611

MEMO

⑈001010⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
BURKEEY CONSTRUCTION CO.

3/7/2011

001010

Voucher #5151419, Invoice#12-19A job#11042

2,275.18

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wach
a Bank
a division of \ Fargo Bank, N.A.
3-50/310

001011

3/7/2011

PAY TO THE
ORDER OF Barry Isett & Associates, Inc.

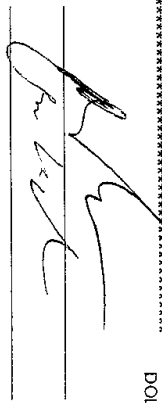
\$**3,811.00

Three Thousand Eight Hundred Eleven and 00/100*****

DOLLARS

Barry Isett & Associates, Inc.
P.O. Box 147
Trexletown, PA 18087-0147

MEMO



⑈001011⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
Barry Isett & Associates, Inc.

3/7/2011

001011

Voucher#5238572, Invoice#0072513, Project#01001

3,811.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of
Fargo Bank, N.A.
350/310

001013

3/9/2011

PAY TO THE
ORDER OF Clark Resources

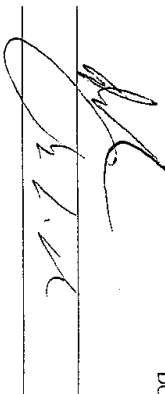
\$**4,000.00

Four Thousand and 00/100*****

DOLLARS

Clark Resources
321 North Front Street
Harrisburg, PA 17101

MEMO



⑈001013⑈ ⑆031000503⑆2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
Clark Resources

Inv#02511 2/25/2011

3/9/2011

4,000.00

001013



CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of
PNC Financial Services Group, Inc.
3-50310

001014

3/9/2011

PAY TO THE
ORDER OF READING EAGLE COMPANY

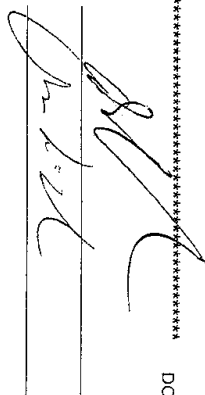
\$**112.60

One Hundred Twelve and 60/100*****

DOLLARS

READING EAGLE COMPANY
P.O. BOX 582
READING, PA 19603

MEMO



⑈001014⑈ ⑆031000503⑆2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
READING EAGLE COMPANY

Inv #100182643-02172011

3/9/2011

001014

112.60

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001015

3/14/2011

PAY TO THE
ORDER OF

Barry Isett & Associates, Inc.

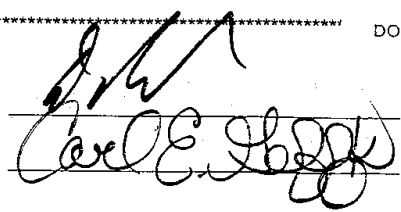
\$ **11,422.99

Eleven Thousand Four Hundred Twenty-Two and 99/100*****

DOLLARS

Barry Isett & Associates, Inc.
P.O. Box 147
Trexlerstown, PA 18087-0147

MEMO



⑈001015⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
Barry Isett & Associates, Inc.

001015

3/14/2011

Voucher# 5240642, Inv#72902 2/7/2011

11,422.99

CDBG & CDBG-R BA

11,422.99

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
Barry Isett & Associates, Inc.

001015

3/14/2011

Voucher# 5240642, Inv#72902 2/7/2011

11,422.99

CDBG & CDBG-R BA

11,422.99

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001016

3/14/2011

PAY TO THE
ORDER OF

PRO MAX FENCE SYSTEMS

\$**24,441.00

Twenty-Four Thousand Four Hundred Forty-One and 00/100*****

DOLLARS

PRO MAX FENCE SYSTEMS
2621 CENTRE AVE
READING, PA 19605

MEMO

Handwritten signature: Carl E. Fogg

⑈001016⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
PRO MAX FENCE SYSTEMS

3/14/2011

001016

Voucher#5240627, Inv#5147 2/28/2011
Voucher#5240628, Inv#5148 2/28/2011
Voucher#5240630, Inv#5149 2/28/2011

7,074.00
10,167.00
7,200.00

CDBG & CDBG-R BA

24,441.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
PRO MAX FENCE SYSTEMS

3/14/2011

001016

Voucher#5240627, Inv#5147 2/28/2011
Voucher#5240628, Inv#5148 2/28/2011
Voucher#5240630, Inv#5149 2/28/2011

7,074.00
10,167.00
7,200.00

CDBG & CDBG-R BA

24,441.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001017

3/21/2011

TO THE
ORDER OF JIM McHALE

\$**5,000.00

Five Thousand and 00/100*****

DOLLARS

JIM McHALE
McHALE PROPERTIES
456 BINGAMAN STREET, APT 4A
READING, PA 19602

MEMO

David M. Citak

[Signature]

Carl E. Lloyd

⑈001017⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
JIM McHALE

3/21/2011

001017

Voucher# 5246320 Invoice for 456 Bingaman St

5,000.00

CDBG & CDBG-R BA

5,000.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
JIM McHALE

3/21/2011

001017

Voucher# 5246320 Invoice for 456 Bingaman St

5,000.00

CDBG & CDBG-R BA

5,000.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001018

3/23/2011

TO THE
ORDER OF PACIFIC PRIDE

\$ **464.89

Four Hundred Sixty-Four and 89/100*****

DOLLARS

MEMO

PENN PRIDE INC
1248 WAYNE STREET
READING, PA 19601

David M. Citak

[Signature]
Carol E. [Signature]

⑈001018⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
PACIFIC PRIDE

Inv#-1107401

3/23/2011

001018

464.89

CDBG & CDBG-R BA

464.89

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
PACIFIC PRIDE

Inv#-1107401

3/23/2011

001018

464.89

CDBG & CDBG-R BA

464.89

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001019

3/23/2011

TO THE
ORDER OF READING REDEVELOPMENT AUTHORITY

\$**2,719.55

Two Thousand Seven Hundred Nineteen and 55/100*****

DOLLARS

READING REDEVELOPMENT AUTHORITY
815 WASHINGTON STREET, STE2-53
READING, PA 19611

David M. Cich
Carol E. Hogg

MEMO

⑈001019⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
READING REDEVELOPMENT AUTHORITY

3/23/2011

001019

Voucher# 5247330 Inv#396542 399062 403104 4127

2,719.55

CDBG & CDBG-R BA

2,719.55

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
READING REDEVELOPMENT AUTHORITY

3/23/2011

001019

Voucher# 5247330 Inv#396542 399062 403104 4127

2,719.55

CDBG & CDBG-R BA

2,719.55

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001020

3/23/2011

TO THE
ORDER OF

JERSEY INK

\$**180.00

One Hundred Eighty and 00/100*****

DOLLARS

JERSEY INK
153 N 5TH STREET
READING, PA 19601

MEMO

David M. Citak

[Signature]
Carol E. Hogg

⑈001020⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
JERSEY INK

Inv#2152

3/23/2011

001020

180.00

CDBG & CDBG-R BA

180.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
JERSEY INK

Inv#2152

3/23/2011

001020

180.00

CDBG & CDBG-R BA

180.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001021

3/23/2011

PAY TO THE
ORDER OF ONE POINT

\$**7,660.00

Seven Thousand Six Hundred Sixty and 00/100***** DOLLARS

MEMO
ONE POINT
101 POPLAR STREET
SCRANTON, PA 18509-2725

David M. Litak

Carol E. Legg

⑈001021⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
ONE POINT

Inv# 502838 502837

3/23/2011

001021

7,660.00

CDBG & CDBG-R BA

7,660.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
ONE POINT

Inv# 502838 502837

3/23/2011

001021

7,660.00

CDBG & CDBG-R BA

7,660.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001022

3/23/2011

PAY TO THE
ORDER OF READING EAGLE COMPANY

\$**106.00

One Hundred Six and 00/100*****

DOLLARS

READING EAGLE COMPANY
P.O. BOX 582
READING, PA 19603

David M. Citluk

Carl E. Hogg

MEMO

⑈001022⑈ ⑆031000503⑆2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
READING EAGLE COMPANY

3/23/2011

001022

Inv# -03112011

106.00

CDBG & CDBG-R BA

106.00

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
READING EAGLE COMPANY

3/23/2011

001022

Inv# -03112011

106.00

CDBG & CDBG-R BA

106.00

14,861.63

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001024

3/30/2011

PAY TO THE
ORDER OF READING EAGLE COMPANY

\$**148.90

One Hundred Forty-Eight and 90/100***** DOLLARS

READING EAGLE COMPANY
P.O. BOX 582
READING, PA 19603

David M. Citron

Carl E. Hogg

MEMO

⑈001024⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
READING EAGLE COMPANY

Inv#03152011

3/30/2011

001024

148.90

CDBG & CDBG-R BA

148.90

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
READING EAGLE COMPANY

Inv#03152011

3/30/2011

001024

148.90

CDBG & CDBG-R BA

148.90

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001025

4/1/2011

PAY TO THE
ORDER OF FEDEX

\$**58.06

Fifty-Eight and 06/100*****

DOLLARS

FEDEX
P.O. BOX 371461
PITTSBURG, PA 15250-7461

David M. Citak

Carol E. Leggett

MEMO

⑈001025⑈ ⑆031000503⑆ 2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
FEDEX

4/1/2011

001025

Invoice# 7-433-63274 Account#1087-8338-9

58.06

CDBG & CDBG-R BA

58.06

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
FEDEX

4/1/2011

001025

Invoice# 7-433-63274 Account#1087-8338-9

58.06

CDBG & CDBG-R BA

58.06

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
815 WASHINGTON STREET
READING, PA 19608

Wachovia Bank
a division of Wells Fargo Bank, N.A.
3-50/310

001027

4/1/2011

PAID TO THE
ORDER OF

COUNTY OF BERKS

\$**1,930.50

One Thousand Nine Hundred Thirty and 50/100*****

DOLLARS

COUNTY OF BERKS
SERVICES CENTER, 14TH FL
633 COURT STREET
READING, PA 19601

MEMO

David M. Citak

J. N. H.

Carl E. Grogan

⑈001027⑈ ⑆031000503⑆2000060452382⑈

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
COUNTY OF BERKS

Invoice as of 10/30/2010

4/1/2011

001027

1,930.50

CDBG & CDBG-R BA

1,930.50

CITY OF READING
COMMUNITY DEVELOPMENT BLOCK GRANT
COUNTY OF BERKS

Invoice as of 10/30/2010

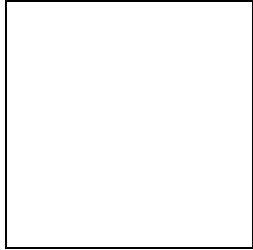
4/1/2011

001027

1,930.50

CDBG & CDBG-R BA

1,930.50



CITY COUNCIL

Finance Committee

Meeting Report Monday, March 21, 2011

Committee Members Attending: F. Acosta, chair, D. Reed, J. Waltman

Others Attending: L. Kelleher, H. Tangredi, C. Geffken, D. Cituk, V. Spencer, C. Younger, T. McMahon, D. Robinson, D. Wright, C. Zale, J. Nagel

Mr. Acosta, chair, called the meeting to order at 6:11 pm.

Role and Duties of Elected City Auditor

Mr. Acosta suggested that due to the contested primary election that this topic should be delayed until June. The Committee agreed; therefore, this issue will be referred to the June Finance Committee agenda.

Cable Channels Assigned under Franchise Agreement

Ms. Reed noted the need for the City to consider the financial impact of the three (3) cable channels assigned under the franchise agreement with Comcast. She stated that the franchise agreement provides for the existence of an educational channel for the school districts, a community channel, and a municipal access channel for the City. She suggested evaluating the financial impact these services have on the City and open discussions about that topic with Comcast. She noted that BCTV is currently rerunning 2010 meetings, in addition to current meetings.

Mr. Waltman noted the positive impact BCTV offers to the broad based community.

Ms. Reed and Mr. Acosta agreed with the need to review this issue as the City weighs it's core services and it's financial ability to provide those services.

Ms. Kelleher noted that in 2010 the City's financial contribution to BCTV dropped to \$35K

and during 2010 BCTV stopped filming the Planning, Zoning, and HARB meetings, along with several departmental programs unless they received sponsorships. She stated that in 2011 the City's financial contribution matched that requested by BCTV at \$70K, however meeting coverage was not restored.

Mr. Acosta suggested evaluating the contribution versus the impact in considering if the City is getting the proper amount of services that matches its contribution. He suggested inviting Comcast and BCTV to the next Finance Committee meeting

IT Report

Mr. Tangredi highlighted the report distributed to Council electronically. He stated that the data cleansing has started and described the great assistance the City has received from Recorder of Deeds Fred Sheeler in the data cleansing initiative.

Mr. Waltman noted the need for the adequate maintenance of cleansed data to prevent future contamination. Mr. Tangredi predicted that the data cleansing will be complete by the end of this year and management and maintenance is planned.

Mr. Tangredi highlighted the upcoming training schedule and invited Council to participate in their areas of interest.

Ms. Kelleher stated that she sent an email to Mr. Geffken about a week and a half ago inquiring if Council staff could participate in the supervisory training being provided to the Administration's Management employees. Mr. Geffken stated that the request is still under review. He stated that he is hesitant to add Council staff to the training schedule, as a team building exercise is also occurring during the training session. He stated that the training session is offered by Albright College.

Mr. McMahon suggested that Mr. Geffken be inclusive and allow Council staff to participate. He suggested undertaking teambuilding as a separate activity.

Update Major Systems – Residential Rehab

Ms. Kelleher stated that this issue was initially presented to Council in January. She stated that Council had requested an amendment to the program.

Mr. Robinson offered to research the issue for the April Finance Committee. He stated that the City is currently considering two (2) pilot programs for the Perkiomen Avenue area and for Riecktown.

The Committee suggested that the program be offered City-wide and not in specific areas.

Mr. Robinson offered to have Mr. Luckey from the Reading Housing Authority and Mr. Miller from NHS come to the next Finance Committee meeting to give a further explanation about the program.

Collection Update

Mr. Geffken stated that the Administration is currently working with Linebarger on Per Capita tax collections.

Mr. Spencer inquired about the term of the contract with Linebarger and inquired if the Administration's problems with Linebarger's performance had been resolved.

Mr. Geffken stated that he is unsure about the contract terms and noted that the problematic issue was with an earned income tax collection. He stated that Linebarger is currently working to identify those who are not paying Per Capita tax and other fees.

Mr. Geffken reported that Portnoff will be collecting the delinquent 2010 property taxes and the County Treasurer will be collecting the delinquent 2011 City property taxes.

Act 47 Recovery Plan Initiative Update

Mr. Tangredi stated that the updates are uploaded to the website twice a month in the News section.

CD Report

Mr. Robinson reported that outside legal counsel has been reviewing the uncollected CD loans issued in the 1980's and 1990's. He stated that approximately eighteen (18) orders for discharge will be referred to Council by the 3rd party attorney. He stated that three (3) of the eighteen (18) loans maybe recoverable. The Solicitor is currently reviewing this situation.

He noted that this new exploration of the unpaid loans uncovered various issues, such as the discovery that this was a mix of loans, grants, and a combination of loans and grants, together.

Mr. Spencer inquired about the difference between the review performed by Bingaman Hess several years ago. Mr. Robinson stated that this process will provide closure removing the unpaid loans off the City's books.

Ms. Reed inquired about the need for a broader study of this situation that would include the use of Council's subpoena powers.

Mr. Acosta inquired what form of study should occur.

The Committee next discussed the option of taking a closer look at the uncollected CD loans.

Mr. Acosta inquired about replacing funds originally assigned to Barbey's playground which were reprogrammed for firehouse roof work. Mr. Geffken replied that the funding was restored in the 2011 program.

2011 Budget Follow-Up

Mr. Geffken stated that management and first level supervisors health-care contributions were increased and the Administration is currently working to standardize plans across all employee groups.

Mr. Waltman inquired about improving Earned Income Tax collection, noting that not all people that should pay do pay.

There was next a discussion on EIT collection and the proposed changes to the Pension program at the State level.

The Finance Committee meeting adjourned at approximately 7:10 pm.

Respectfully submitted by Linda A. Kelleher CMC, City Clerk

FOLLOW-UP REQUIRED

- Electronic financial reports to be provided with the committee agenda packets, including bullet point list of major items
- Amendment of the Recovery Plan to correct miscalculations
- Discussion on allocation of CDBG Funds for eligible projects in the 6 Council Districts
- 2011 Budget Follow-up Issues, assigned to Committees
- Per Capita Tax Collection – CG to ask RSD if they will take over billing and collection & Portnoff identification of those not currently paying
- Update to Major Systems Rehab Program – D. Robinson
- Report – Closing out old CDBG loans – D. Robinson
- Invite Comcast and BCTV to May Meeting re cable channels & franchise agreement
- Role and Duties of City Auditor – June
- Inclusion of Council staff in training sessions organized by the Administration

CITY OF READING

PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
PUBLIC WORKS:			
0107144501 Gas	472,996.00	208,255.15	44%
0107144503 Repair Parts	185,000.00	50,006.90	27%
0107144216 Contracted Services	129,000.00	17,431.78	14%
0107144500 Vehicle Supplies	20,000.00	7,604.67	38%
0107144502 Tires and Tubes	-	5,368.28	#DIV/0!
0107144755 Repairs to Damaged Property	24,000.00	1,460.00	6%
0107144528 Small tools	5,000.00	914.40	18%
0107144504 Uniforms	4,000.00	445.59	11%
	839,996.00	291,486.77	35%
0107244101 Light & Power	130,000.00	40,238.35	31%
0107244409 Maint/Repair Street Lights	65,000.00	26,777.70	41%
0107244408 Maint/Repair Traffic Signals	50,000.00	18,128.37	36%
0107244412 Maint/Repair Signs & Paint	10,000.00	5,545.41	55%
0107244407 Maintenance/Repairs Property	25,000.00	3,596.66	14%
0107244216 Contracted Services	50,000.00	2,928.38	6%
	330,000.00	97,214.87	29%
0107504203 Rentals/Lease	255,000.00	89,000.00	35%
0107504317 Dues	1,000.00	75.00	8%
0107504307 Conferences/Training	1,500.00	12.10	1%
	257,500.00	89,087.10	35%

0107524216 Contracted Services	18,500.00	98.48	1%
0107714401 Maintenance/Repair Building	29,100.00	4,850.07	17%
0107714216 Contracted Services	40,000.00	2,770.21	7%
0107714514 Botanical Supplies	6,000.00	725.09	12%
0107714317 Dues	300.00	670.00	223%
	75,400.00	9,015.37	12%
0107734216 Contracted Services	3,000.00	1,200.00	40%
0107734200 Advertising	500.00	150.00	30%
0107734700 Travel Expense	1,000.00	14.44	1%
	4,500.00	1,364.44	30%
0107744101 Light & Power	450,000.00	125,979.59	28%
0107744216 Contracted Services	235,000.00	125,617.99	53%
0107744100 Fuel	100,000.00	80,524.84	81%
0107744133 Gas-Utilities	130,000.00	70,029.56	54%
0107744104 Telephone	260,000.00	60,950.43	23%
0107744505 Janitorial Supplies	45,000.00	8,518.94	19%
0107744402 Maintenance/Repair Equipment	135,000.00	8,081.39	6%
0107744403 Stadium Commission Capital	5,000.00	5,000.00	100%
0107744405 Maintenance Supplies	50,000.00	4,764.58	10%
0107744203 Rentals/Lease	1,000.00	211.72	21%
	1,411,000.00	489,679.04	35%
Salaries	1,553,400.00	344,472.88	22%
Fringe Benefits	702,770.00	122,765.17	17%
Temporary Wages	271,660.00	58,464.28	22%
Overtime	75,000.00	16,755.53	22%
General Plant Supplies	84,400.00	7,445.53	9%
Totals	5,624,126.00	1,527,849.46	27%

CITY OF READING

PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
POLICE:			
0108284203 Rentals/Lease	16,440.00	5,820.00	35%
0108284411 Maintenance Agreements	8,750.00	5,548.74	63%
0108284510 General Plant Supplies	40,000.00	683.90	2%
0108284216 Contracted Services	4,500.00	358.60	8%
	69,690.00	12,411.24	18%
0108294510 General Plant Supplies	70,000.00	10,242.06	15%
0108294614 Police Academy	130,000.00	6,348.96	5%
0108294216 Contracted Services	42,287.00	6,314.91	15%
0108294307 Conferences/Training	25,000.00	4,292.50	17%
0108294402 Maintenance/Repair Equipment	20,000.00	2,247.22	11%
0108294203 Rentals/Lease	4,500.00	1,029.00	23%
0108294202 Printing	2,000.00	672.00	34%
0108294317 Dues	310.00	150.00	48%
0108294411 Maintenance Agreements	5,000.00	63.60	1%
	299,097.00	31,360.25	10%
0108304016 Temporary Wages	375,000.00	76,757.81	20%
0108304803 Vehicles	230,000.00	32,102.90	14%
0108304504 Uniforms	90,000.00	12,401.70	14%
0108304020 Settlement	-	3,873.00	#DIV/0!
0108304510 General Plant Supplies	40,000.00	3,550.70	9%

0108304216 Contracted Services	4,000.00	863.03	22%
0108304402 Maintenance/Repair Equipment	2,500.00	190.00	8%
	741,500.00	129,739.14	17%
0108314317 Dues	8,735.00	7,300.00	84%
0108314222 Consulting Services	25,000.00	6,992.00	28%
0108314216 Contracted Services	5,000.00	1,684.75	34%
0108314504 Uniforms	3,500.00	1,622.00	46%
0108314411 Maintenance Agreements	3,000.00	639.87	21%
0108314510 General Plant Supplies	4,800.00	133.84	3%
	50,035.00	18,372.46	37%
0108364210 Abatement	-	11,862.34	#DIV/0!
0108364307 Conferences/Training	-	2,430.00	#DIV/0!
0108364016 Temporary Wages	-	1,778.00	#DIV/0!
0108364739 Contingencies	-	120.00	#DIV/0!
	-	16,190.34	
Salaries plus Holiday Pay	13,908,626.00	3,158,414.76	23%
Fringe Benefits	4,243,193.00	561,091.55	13%
Overtime	1,019,985.00	306,779.04	30%
Longevity	420,161.00	84,867.94	20%
Total	20,752,287.00	4,319,226.72	21%

CITY OF READING

PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
FIRE:			
0109324216 Contracted Services	10,000.00	21,039.24	210%
0109324101 Light & Power	12,000.00	6,437.40	54%
0109324235 Fees	19,554.00	2,878.73	15%
0109324003 Uniform/Clothing Allowance	3,500.00	1,750.00	50%
0109324308 Subscriptions	2,060.00	947.40	46%
0109324510 General Plant Supplies	8,500.00	317.54	4%
0109324317 Dues	250.00	204.00	82%
	55,864.00	33,574.31	60%
0109334208 Training	41,250.00	14,153.00	34%
0109334307 Conferences/Training	3,500.00	2,677.48	76%
0109334003 Uniform/Clothing Allowance	2,800.00	1,400.00	50%
0109334772 Canteen Contribution	950.00	927.00	98%
0109334317 Dues	1,300.00	435.00	33%
0109334510 General Plant Supplies	3,600.00	164.35	5%
0109334802 Machinery and Equipment	3,000.00	48.49	2%
	56,400.00	19,805.32	35%
0109344003 Uniform/Clothing Allowance	98,000.00	30,800.00	31%
0109344802 Machinery and Equipment	55,000.00	9,552.27	17%
0109344402 Maintenance/Repair Equipment	60,000.00	5,607.03	9%
		45,959.30	22%

	213,000.00		
0109354522 Medical/Surgical Supplies	60,000.00	15,242.40	25%
0109354003 Uniform/Clothing Allowance	20,300.00	10,150.00	50%
0109354201 Communications-Medical	10,000.00	3,305.00	33%
0109354222 Consulting Services	6,000.00	2,000.00	33%
0109354525 Minor Capital Equipment	53,200.00	1,198.00	2%
0109354104 Telephone	3,100.00	665.90	21%
0109354317 Dues	860.00	650.00	76%
0109354235 Fees	2,160.00	573.53	27%
0109354215 Removal of Infectious Waste	1,000.00	304.00	30%
0109354402 Maintenance/Repair Equipment	5,000.00	219.79	4%
0109354308 Subscriptions	365.00	215.80	59%
0109354802 Machinery and Equipment	10,000.00	40.27	0%
	171,985.00	34,564.69	20%
Salaries & Holiday Pay	7,532,649.00	1,711,788.38	23%
Overtime	981,500.00	466,215.87	48%
Fringe Benefits	2,378,556.00	467,986.91	20%
Longevity	198,985.00	69,075.90	35%
Totals	11,588,939.00	2,848,970.68	25%

CITY OF READING

PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
COMMUNITY DEVELOPMENT:			
0110174002 Longevity	375.00	840.00	224%
0110174200 Advertising	1,500.00	290.70	19%
0110174202 Printing	-	70.28	#DIV/0!
	1,875.00	1,200.98	64%
0110364210 Abatement	90,000.00	4,919.15	5%
0110364216 Contracted Services	-	2,646.00	#DIV/0!
0110364510 General Plant Supplies	500.00	456.71	91%
0110364739 Contingencies	-	424.20	#DIV/0!
0110364200 Advertising	1,000.00	88.20	9%
	91,500.00	8,534.26	9%
0110374235 Fees	15,000.00	5,400.60	36%
0110374016 Temporary Wages	-	5,382.50	#DIV/0!
0110374200 Advertising	12,000.00	2,016.80	17%
	27,000.00	12,799.90	47%
0110384226 UCC Ed and Training Fee	10,000.00	2,528.00	25%
0110384307 Conferences/Training	3,000.00	1,340.00	45%
0110384530 Mechanical Trades Testing	10,000.00	760.00	8%
0110384317 Dues	500.00	477.00	95%
0110384510 General Plant Supplies	1,000.00	444.00	44%
	24,500.00	5,549.00	23%

0110394216 Contracted Services	10,000.00	8,467.49	85%
0110394016 Temporary Wages	-	1,991.25	#DIV/0!
	10,000.00	10,458.74	105%
Salaries	1,653,916.00	263,837.69	16%
Fringe Benefits	645,318.00	83,741.28	13%
Totals	2,454,109.00	505,018.87	21%

CITY OF READING

PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
ADMINISTRATION:			
0101014740 Community Promotions	3,500.00	2,113.99	60%
0101014700 Travel Expense	2,000.00	1,918.45	96%
0101014200 Advertising	500.00	298.50	60%
0101014317 Dues	2,000.00	210.00	11%
0101014743 Miscellaneous Expense	750.00	16.36	2%
	8,750.00	4,557.30	52%
0102094016 Temporary Wages	35,500.00	6,354.25	18%
0102094200 Advertising	9,000.00	2,918.90	32%
0102094224 Legal Services	5,000.00	1,777.60	36%
0102094317 Dues	1,800.00	862.60	48%
0102094743 Miscellaneous Expense	2,500.00	231.93	9%
0102094740 Community Promotions	3,000.00	75.00	3%
0102094510 General Plant Supplies	2,000.00	18.08	1%
0102094307 Conferences/Training	1,500.00	15.00	1%
	60,300.00	12,253.36	20%
0104064216 Contracted Services	10,000.00	5,972.98	60%
0104064739 Contingencies	1,500.00	5,145.00	343%
0104064317 Dues	-	135.00	#DIV/0!
	11,500.00	11,252.98	98%

0106234411 Maintenance Agreements	555,000.00	208,804.21	38%
0106194213 Collectin Expense - Tax Claim	15,000.00	130,585.47	871%
0106164411 Maintenance Agreements	233,100.00	58,042.99	25%
0106234222 Consulting Services	72,000.00	53,493.85	74%
0106234235 Fees	200,000.00	42,640.58	21%
0106234802 Machinery and Equipment	85,000.00	20,680.68	24%
0106134016 Temporary Wages	-	13,227.50	#DIV/0!
0106164203 Rentals/Lease	27,800.00	10,434.14	38%
0106234307 Conferences/Training	25,000.00	5,424.19	22%
0106414104 Telephone	-	4,545.00	#DIV/0!
0106164200 Advertising	11,000.00	4,471.22	41%
0106194002 Longevity	1,120.00	4,420.00	395%
0106164510 General Plant Supplies	20,000.00	4,348.81	22%
0106164506 Office Supplies	45,000.00	3,119.04	7%
0106184222 Consulting Services	-	3,000.00	#DIV/0!
0106164016 Temporary Wages	22,250.00	1,446.12	6%
0106184510 General Plant Supplies	1,200.00	465.20	39%
0106134317 Dues	700.00	426.00	61%
0106224509 Postage	-	400.00	#DIV/0!
0106194200 Advertising	1,000.00	375.75	38%
0106164402 Maintenance/Repair Equipment	1,500.00	373.02	25%
0106164317 Dues	310.00	215.00	69%
0106184317 Dues	250.00	214.00	86%
	1,317,230.00	571,152.77	43%
0111224509 Postage	65,000.00	21,015.49	32%
0111114216 Contracted Services	10,000.00	13,448.00	134%
0111114235 Fees	40,900.00	3,154.30	8%
0111224402 Maintenance/Repair Equipment	7,500.00	2,200.00	29%
0111114444 Drug & Alcohol Testing		2,087.00	38%

	5,500.00		
0111114200 Advertising	3,000.00	1,880.20	63%
0111114739 Contingencies	500.00	407.65	82%
	132,400.00	44,192.64	33%
0112254216 Contracted Services	117,200.00	84,924.85	72%
0112124224 Legal Services	150,000.00	20,017.56	13%
0112124216 Contracted Services	15,000.00	7,527.48	50%
0112124229 Cost/Liens/Etc	6,500.00	1,843.21	28%
0112124307 Conferences/Training	2,000.00	1,155.00	58%
0112124308 Subscriptions	750.00	125.00	17%
	291,450.00	115,593.10	40%
0113634002 Longevity	2,240.00	1,190.00	53%
0114914908 Prescription Insurance	-	423,866.53	#DIV/0!
0114914913 Social Security	-	205,300.27	#DIV/0!
0114914783 Interest - GOB Series 2008 D	608,582.00	150,621.66	25%
0114914909 Dental Insurance	-	134,162.92	#DIV/0!
0114914770 Humane Society	123,528.00	123,528.00	100%
0114914906 Medicare	-	118,881.21	#DIV/0!
0114914743 Miscellaneous Expense	-	96,659.28	#DIV/0!
0114914781 Interest - GOB Series 2008 C	682,728.00	56,684.93	8%
0114914907 Unemployment Compensation	475,000.00	36,855.43	8%
0114914319 PA League of Cities	30,000.00	31,933.14	106%
0114914741 Administrative Expenses	30,000.00	26,660.57	89%
0114914777 Charter Review Board	20,000.00	19,781.72	99%
0114914910 Vision Insurance	-	16,992.05	#DIV/0!
0114914904 Life Insurance	-	14,286.85	#DIV/0!
0114914780 Civil Service Board	-	12,947.22	#DIV/0!
0114914774 Reading Did	48,000.00	12,000.00	25%
0114914911 Penny Fund	-	7,500.00	#DIV/0!
0114914223 Audits		6,000.00	6%

	95,000.00		
0114914740 Community Promotions	25,000.00	5,015.25	20%
0114914966 Bond Expenses	-	1,200.00	#DIV/0!
	2,137,838.00	1,500,877.03	70%
0117914776 Board of Ethics	2,500.00	445.00	18%
Salaries	3,172,143.00	670,468.29	21%
Fringe Benefits	1,324,115.00	147,587.29	11%
Totals	8,460,466.00	3,079,569.76	36%

CITY OF READING
PERIOD ENDING
3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
RECYCLING/TRASH:			
5607464214 Collection Expense	1,286,085.00	319,667.12	25%
5607464000 Salaries	469,406.00	89,684.52	19%
5607464900 Fringe Benefits	215,336.00	15,327.41	7%
5607464016 Temporary Wages	70,000.00	12,454.46	18%
5607464216 Contracted Services	55,000.00	10,642.50	19%
5607464908 Prescription Insurance	-	10,171.00	#DIV/0!
5607464006 Overtime	2,500.00	7,981.23	319%
5607464510 General Plant Supplies	15,000.00	4,567.36	30%
5607464909 Dental Insurance	-	2,322.09	#DIV/0!
5607464506 Office Supplies	3,000.00	937.00	31%
5607464501 Gas	-	893.54	#DIV/0!
5607464509 Postage	24,000.00	555.00	2%
5607464910 Vision Insurance	-	258.45	#DIV/0!
5607464212 Collection (Portnoff) Expense	20,000.00	225.00	1%
5607464904 Life Insurance	-	130.35	#DIV/0!
5607464202 Printing	10,000.00	123.71	1%
	2,170,327.00	475,940.74	22%
5607474216 Contracted Services	2,758,879.00	672,485.30	24%
5607474000 Salaries	85,247.00	18,720.35	22%
5607474736 Tipping Fees	80,000.00	12,623.19	16%
5607474900 Fringe Benefits	38,166.00	2,544.36	7%
5607474006 Overtime	-	2,067.02	#DIV/0!
	2,962,292.00	708,440.22	24%

Total

5,132,619.00

1,184,380.96

23%

Chapter	No.	Initiative	Due Date	Priority	Tracking	Tracking	Completion
Plan Implementation	PI01	Implementation Committee Meetings - Council reps, Admin & Act 47 Coordinator	N/A	0			0
Plan Implementation	PI02	Deploy Implementation Action Teams - Council reps, Admin & Act 47 Coordinator	N/A	0			0
Plan Implementation	PI03	Establish a Citizens Advisory Committee - see Cod Ords - Chapter 1 Part 5 E	N/A	2			0
Plan Implementation	PI04	Create a loaned executive program	N/A	2			0
Plan Implementation	PI05	Publish a performance measurement report to Mayor, Council, Act 47 Coordinator	Quarterly	21			0
Plan Implementation	PI06	Increase participation in regional organizations	N/A	3			0
Plan Implementation	PI07	Create teams to study authority and joint working options	N/A	21			0
Debt	DS01	Unfunded debt transaction	N/A	13			Nov-10
Debt	DS02	Terminate the swap agreement on the 2002 CABs	Jul 21 2010	14			0
Debt	DS03	Terminate the 2008 Swap Agreement	Eval monthly	3			0
Debt	DS04	Discontinue use of scoop refunding; require Coordinator approval of debt transactions	N/A	2			0
Debt	DS05	Explore alternative approaches to wastewater capital funding	N/A	2			0
Debt	DS06	Adopt and comply with debt policies reports to Council and Admin	N/A	2	Dec-10		0
Workforce	WF01	Use professional assistance for labor negotiations	N/A	11			0
Workforce	WF02	Establish a labor/management committee for all employee groups	N/A	2			Ongoing
Workforce	WF03	Limit new contract enhancements	N/A	16			0

Workforce	WF04	Eliminate FOP expenditure reduction bonus provision	Jan 1 2011	3			0
Workforce	WF05	Eliminate free employee parking	N/A	13		Mgmt & 1st level Jan 2010	
Workforce	WF06	Ensure future collective bargaining agreements remain compliant with Recovery Plan	N/A	16			0
Workforce	WF07	Three year wage and step freeze	Jan 1 2011	18			0
Workforce	WF08	Three year wage and step freeze for first level supervisors (AFSCME 3799)	Jan 1 2011	12			0
Workforce	WF09	Reduce management salaries by 2.5% in 2011	Jan 01 2011	18			0
Workforce	WF10	New pay scale for new police officers	Dec 31 2012	3			0
Workforce	WF11	New pay scale for new firefighters	Jan 1 2011	16			0
Workforce	WF12	Freeze longevity pay and eligibility	Jan 1 2011	16			0
Workforce	WF13	Reduce holidays from 14 to 10	Jan 1 2011	12		Mgmt Jan 2010	0
Workforce	WF14	Retain the right to use furlough days	2011-14	13			0
Workforce	WF15	Adjust overtime eligibility thresholds to reflect hours actually worked	N/A	16			0
Workforce	WF16	Reduce vacation leave	N/A	16			0
Workforce	WF17	Reduce sick leave allotments	N/A	16			0
Workforce	WF18	Amend sick leave incentive program	N/A	16			0
Workforce	WF19	Improve sick leave monitoring	N/A	16			0

Workforce	WF20	Court-related overtime reduction strategy	Jan 1 2012	2			0
Workforce	WF21	Amend IAFF overtime calculation to reflect Fire Department shift change	Jan 1 2011	16			0
Workforce	WF22	Adjust IAFF minimum overtime provision	N/A	16			0
Workforce	WF23	Remove disincentive for mutual aid use from IAFF agreement	Dec 31 2010	16			0
Workforce	WF24	Redesign employee health care	2011-12	11		Mgmt & 1st level Jan 2010	0
Workforce	WF25	Contain post-retirement healthcare costs	N/A	12			0
Workforce	WF26	Other health care cost containment measures	Sept 30 2010	2			0
Workforce	WF27	Enhance light-duty program	N/A	3			0
Workforce	WF28	Retain flexibility to fill vacant positions after six months	N/A	16			0
Workforce	WF29	Improve flexibility to assign qualified firefighters to duties as needed	N/A	16			0
Workforce	WF30	Review and restructure fire academy training	N/A	16			0
Workforce	WF31	Change first step of grievance process	N/A	16			0
Pension	PN01	Take advantage of Act 44 remedies	2011-12	11			0
Pension	PN02	Deposit 2007 unpaid MMO obligations	N/A	13			Dec-10
Pension	PN03	Do not provide benefits which exceed those allowed by the Third Class City Code	N/A	3			0
Pension	PN04	Comply with the Internal Revenue Code	Jan 31 2011	12			0

Pension	PN05	Eliminate overtime from firefighter pension benefit calculation for new hires	N/A	16			0
Pension	PN06	Eliminate the DROP program	N/A	16			0
Pension	PN07	Explore creation of a new, less expensive defined benefit plan for new employees	Dec 31 2010	11			0
Pension	PN08	Make a portion of the annual City pension contribution earlier in the year	N/A	2			0
Pension	PN09	Explore a defined contribution plan for retiree medical costs	N/A	3			0
Pension	PN10	Eliminate City contribution to retiree life insurance for new hires	N/A	16			0
Mayor's Office	OM01	Work with City Council to modify and revise City ordinances as necessary to implement the Recovery Plan	N/A	5			0
City Council and City Clerk	CC01	Modify and revise City ordinances as necessary to implement the Recovery Plan	N/A	5			0
City Council and City Clerk	CC02	Hold annual town hall meeting on City's progress	June 30 2011	5			0
City Auditor	CA01	Support Recovery Plan implementation and the external audit process	N/A	5			0
City Auditor	CA02	Establish process for coordinating and responding to external audits	N/A	2			0
City Auditor	CA03	Complete post project completion audits for capital work	N/A	2			0
Finance	FI01	Cash flow reporting and monitoring, monthly rept to Council, Mayor Act 47 Coordinator	N/A	11			Sep-10
Finance	FI02	Develop annual budget document	Oct 1 2010	18			0
Finance	FI03	Create a system to charge back expenses to departments	N/A	2			0
Finance	FI04	Quarterly financial reporting	N/A	14			0

Finance	FI05	Strengthen procurement controls	July 21 2010	14			1
Finance	FI06	Establish process for coordinating and responding to external audits	N/A	5			0
Finance	FI07	Fund balance policies	Dec 2010	2			0
Finance	FI08	Transfer tax collection duties to other entities	Jan 1 2011	12			Jan-10
Finance	FI09	Eliminate the Reading Call Center or equivalent level of costs	Jan 1 2011	18			Jan-10
Finance	FI10	Centralize billing and other administrative functions	N/A	18			Jan-10
Finance	FI11	Reduce manual processes	N/A	5			0.25
Finance	FI12	Citywide 7.5 percent reduction in non-personnel expenses (retain 2011 spending levels in 2012)	Jan 1 2011	18			0
Finance	FI13	Monitor and manage utility services	Dec 31 2010	5			0
Finance	FI14	Develop a performance management system	N/A	2			0
Information Technology	IT01	Move information technology support for the Police Department to Berks County	Dec 31 2010	2			0
Information Technology	IT02	Help other departments improve their use of technology; rept Mayor Council & Coordinator	Aug 20 2010	11			0.5
Information Technology	IT03	Pursue shared services for information technology	N/A	2			0
Capital Improvement Plan	CB01	Create an annual CIP document	N/A	3			0
Capital Improvement Plan	CB02	Increased involvement in CIP process from City departments	N/A	3			0
Capital Improvement Plan	CB03	Enhance communication between City and utilities	N/A	3			0

Capital Improvement Plan	CB04	Capital budget financing	N/A	3			0
Human Resources	HR01	Establish a first source employment referral system	Jan 1 2011	14			0
Human Resources	HR02	Complete a City-wide job study and update job descriptions	Jan 1 2012	3			0
Human Resources	HR03	Establish performance review process	N/A	2			0
Human Resources	HR04	Strengthen employee training	Sept 30 2010	2			0
Human Resources	HR05	Continue to create apprenticeship and internship opportunities	N/A	2			0
Human Resources	HR06	Study span of control	N/A	3			0
Human Resources	HR07	Outsource payroll processing	N/A	15			0
Human Resources	HR08	Develop a performance management system	N/A	2			0
Insurance and Risk Management	RM01	Establish policies to review employee driving records	N/A	2			0
Insurance and Risk Management	RM02	Attain damage estimates to improve cost recovery	Dec 31 2010	2			0
Insurance and Risk Management	RM03	Review excess liability coverage	N/A	2			0
Insurance and Risk Management	RM04	Update insurance specifications	N/A	3			0
Human Relations	HC01	Review HRC staffing	N/A	3			0
Law	LW01	Manage and reduce the use of outside counsel	Dec 31 2011	22			0
Law	LW02	Review all statutes, ordinances & resolutions to ascertain which boards need to retain their own counsel	N/A	2			0

Law	LW03	Implement a time tracking system	N/A	2			0
Law	LW04	Use professional assistance for labor relations activities	N/A	11			0
Reading Public Library System	RL01	Participate in restructuring the Reading Public Library ; Council Pres & Man Director	N/A	5			0
Fire	FD01	Change current shift schedule	Dec 31 2010	16			0
Fire	FD02	Restructure EMS Basic Life Support (BLS) unit staffing plan	Jan 1 2011	16			0
Fire	FD03	Establish part-time EMS positions to address vacancies and planned stand-by events	Jan 1 2011	16			0
Fire	FD04	Implement an engine company inspection program	Jan 1 2011	15			0
Fire	FD05	Evaluate potential for further consolidation of fire stations	RFP 2012	3			0
Fire	FD06	Adjust false alarm ordinance to more accurately reflect costs	Jan 1 2011	15		Bill 40-2010	Complete
Fire	FD07	Implement an emergency response fee	Jan 1 2011	3			0
Fire	FD08	Improve department use of technology rept to Mayor Council & Coordinator	Jan 1 2012	3			0
Fire	FD09	Pursue joint ladder purchase and other intergovernmental cooperation initiatives	N/A	3			0
Fire	FD10	Develop a performance management system	N/A	2			0
Police	PD01	Continue discussions with the County regarding the transfer of emergency 911 dispatch functions	N/A	11			0
Police	PD02	Reduce headcount in 2012	Jan 1 2012	3			0
Police	PD03	Explore regional alternatives to City bomb squad	N/A	2			0

Police	PD04	Other intergovernmental cooperation	N/A	2			0
Police	PD05	Discontinue leasing patrol vehicles	Jan 1 2011	2			0
Police	PD06	Improve cost recovery for extra duty overtime	Jan 1 2011	2			0
Police	PD07	Full cost recovery for officers assigned to Reading Housing Authority properties	Jan 1 2011	2			Dec-10
Police	PD08	Burglar alarms	Jan 1 2011	3		Bill 41-2010	Complete
Police	PD09	Establish Arson Investigation Task Force with Fire Department	N/A	2			0
Police	PD10	Track overtime expense by category	Jan 1 2011	12			0
Police	PD11	Develop a performance management system	N/A	2			0
Public Works	PW01	Review City fleet policies, practices, and needs	N/A	2			0
Public Works	PW02	Create a comprehensive vehicle list	July 30 2010	14			0
Public Works	PW03	Explore opportunities for fleet maintenance contracts with neighboring jurisdictions	Jan 1 2011	2			0
Public Works	PW04	Initiate auction/E-Bay sale of surplus vehicles and equipment in-lieu of trade-in	Dec 31 2010	2			0
Public Works	PW05	Develop a multi-jurisdictional vehicle and equipment organization	Jan 1 2011	3			0
Public Works	PW06	Initiate second shift at Garage for routine maintenance	Dec 31 2010	3			0
Public Works	PW07	Purchase and implement use of fleet management software	Dec 31 2010	2			0
Public Works	PW08	Charge back of all fleet expenses to all Departments; create service agreements	N/A	3			0

Public Works	PW09	Explore a public works apprenticeship program	N/A	3			0
Public Works	PW10	Evaluate possible contract maintenance of all parks	RFP 2010	2		PW Committee	0
Public Works	PW11	Evaluate minor park use and consider alternative management, use, or disposal of underused parks	Dec 31 2010	3		HPO Project	0
Public Works	PW12	Combine the Parks and Property Maintenance divisions	Jan 1 2011	2			0
Public Works	PW13	Transfer the Engineering division to the PW Administration division	N/A	3			Complete
Public Works	PW14	Maintain transfers from the Sewer Fund	N/A	5			0
Public Works	PW15	Establish and enforce a utility cut permit program	Jan 1 2011	3			0
Public Works	PW16	Improve department use of technology	Aug 30 2010	2			0
Public Works	PW17	Continue to explore establishing Rdg Recreation Commission, see Cod Ords Chapter 1 Part 5 K	N/A	3		Underway	0
Public Works	PW18	Develop a Performance Management System	N/A	2			0
Public Works	PW19	Create a City Stormwater Utility	N/A	2			0
Public Works	PW20	Evaluate special assessment charge system to recover street expenditures	Jan 1 2011	3			0
Public Works	PW21	Resolve public/private ownership of street lighting system and apply uniformly	Jan 1 2011	3			0
Public Authorities	PA01	Negotiate additional annual payment from RAWA	Nov 30 2010	11			Dec-10
Public Authorities	PA02	Establish an annual payment from RPA	Nov 30 2010	11			Nov-10
Public Authorities	PA03	Explore options for authority provision of services	N/A	11			0

Public Authorities	PA04	Explore transfer of RAWA City employees to RAWA	N/A	11			0
Community Development	CD01	Schedule additional Zoning Board hearings to eliminate backlog this year	Dec 31 2010	13			0
Community Development	CD02	Close out unpaid Community Development loans	Dec 31 2010	2		Underway	0
Community Development	CD03	Improve department use of technology	N/A	2			0
Community Development	CD04	Update comprehensive plan	Dec 31 2011	3			0
Community Development	CD05	Develop a performance management system	N/A	2			0
Property Maintenance Inspection	CE01	Clear rental inspection backlog	Dec 31 2010	13			0
Property Maintenance Inspection	CE02	Implement systematic two-year permitting and inspection program for rental housing	Jan 1 2011	13			0
Property Maintenance Inspection	CE03	Consider expanding shift coverage to evenings and weekends	N/A	13			0
Property Maintenance Inspection	CE04	Improve department use of technology	Aug 31 2010	2			0
Property Maintenance Inspection	CE05	Cross-train Fire Safety and Trades Inspectors	N/A	3			0
Property Maintenance Inspection	CE06	Assemble and systematically deploy code enforcement teams	N/A	2			0
Property Maintenance Inspection	CE07	Increase "no-show" penalty fees for property owners' absent at scheduled inspections	Jan 1 2011	13		Introduced 12-13-10	0
Property Maintenance Inspection	CE08	Consider adding pre-sale housing inspections	N/A	2			0
Property Maintenance Inspection	CE09	Develop a performance management system	N/A	2			0
Housing	HS01	Designate a Designate a Housing Coordinator	Aug 21 2010	12			0

Housing	HS02	Develop a comprehensive housing strategy	Mar 31 2011	13		Underway	0
Housing	HS03	Evaluate use of CDBG funding to ensure it supports the housing strategy	N/A	13			0
Economic Development	ED01	Develop a local economic development partnership and comprehensive strategy	N/A	13		Underway	0
Revenue	RE01	Delinquent tax collection	Dec 31 2010	12		contracts Linebarger/Portnoff	0
Revenue	RE02	Develop Water Fund transfer policy	Jan 1 2011	17			0
Revenue	RE03	Institute PILOT from the Reading Parking Authority (RPA)	Jan 1 2011	11			0
Revenue	RE04	Conduct tax exempt property audit and expand PILOT payments	Jan 1 2011	2			0
Revenue	RE05	Index fees to inflation	Dec 31 2010	5			0
Revenue	RE06	Generate additional revenue through Market Based Revenue Opportunities	July 1 2011	2			0
Revenue	RE07	Establish revenue estimating committee, Admin, Council Pres & Finance Chair	N/A	11		First mtg 9-1	0
Revenue	RE08	Temporarily expand earned income tax; reduce resident rate in 2014	Jan 1 2011	11			0
Revenue	RE09	Property tax increase in 2014	Dec 31 2013	3			0
Revenue	RE10	Failsafe revenue package	N/A	3			0
Revenue	RE11	Explore a change to a Land Value Tax structure	Rept 4 2011	3			0

ADMINISTRATIVE CODE

E. City Auditor.

§1-151. Power and Duties.

The City Auditor shall have financial oversight of the City of Reading finances and shall have those powers and duties prescribed by law, Charter or ordinance and include but not be limited to the following:

A. Section 503(A) through (L) of the Charter, "Responsibilities."⁴⁰

B. Section 911(4) of the Charter, "Capital Projects Approved."⁴¹

C. Conduct audits of petty cash funds as appropriate.

(Ord. 17-1996, 6/24/1996, §5.01)

CHARTER

ARTICLE V

CITY AUDITOR

Section 501. Election and Terms.

The election of the City Auditor shall be held in municipal elections in the manner provided by law. The term of office of the City Auditor shall be four years commencing the first Monday in January after the election.

Section 502. Eligibility.

The candidate for City Auditor shall be a registered voter of the City who shall have resided in the City continuously for at least one year immediately preceding the primary election in which the City Auditor seeks office. The City Auditor shall continue to reside in the City throughout the term of office. In addition, the City Auditor must have a Bachelors Degree in Business Administration, Municipal Government, Accounting, Management or a related field. The City Auditor elected at the first election under this Charter shall receive an annual salary of \$40,000.00. ~~All future increases in the salary of the City Auditor shall be related to the salary of the Mayor; when the Mayor's salary is increased the salary of the City Auditor shall automatically be increased by the same amount.~~ *(The link between the Mayor and Auditor salary was eliminated via approval of the referendum question at the November 2008 General Election)*

Section 503. Responsibilities.

The City Auditor shall:

- (a) Have financial oversight of City finances, independent of the Executive and Legislative branches and shall review all expenditures of the Mayor, City Council, and City Boards, Commissions and Agencies;
- (b) Review the Annual Budget before approval by City Council, and make nonbinding recommendations to City Council for consideration;
- (c) Be present or represented at all Council meetings;
- (d) Perform specific audits of City finances from time to time as determined by the City Auditor or City Council;
- (e) Report to Council on the progress of the implementation of any recommendations as found in the Annual Audit and Management Letter;
- (f) Assist in all audits conducted by independent auditors;
- (g) Assure the accurate and timely completion and submittal of audit reports along with appropriate follow-up recommendations;
- (h) Furnish to City Council, the Mayor, the Managing Director, and others, as appropriate, periodic reports of audits conducted;
- (i) Interpret and communicate audit policies and procedures to all City management and staff;
- (j) Direct internal financial security and loss investigation activities;

(k) Prepare an annual budget for the office of City Auditor and operate the office of City Auditor within approved budget limitations; and

(l) Issue any subpoenas in order to fulfill the duties and responsibilities of the office of City Auditor.

Section 504. Forfeiture.

The City Auditor shall forfeit that office if the City Auditor:

- (a) lacks at any time during term of office for which elected any qualification for the office prescribed by this Charter or by law;
- (b) violates any express prohibition of the Charter; or
- (c) is convicted of any crime classified as a misdemeanor of the second class or higher, under the laws of the Commonwealth of Pennsylvania or the United States, or be convicted of any comparable crime under the laws of any other state in the United States.

In all cases of forfeiture, the City Auditor shall be entitled to notice and a hearing in accordance with the administrative procedures to be established by Council.

Section 505. Vacancy.

- (a) If the office of the City Auditor becomes vacant for any reason, Council shall appoint an interim City Auditor who shall serve until the next Municipal Election.
- (b) A vacancy in the office of City Auditor shall be filled at the next Municipal Election, in the manner provided by law. The person elected shall hold the qualifications for the office of the City Auditor and shall serve the remaining portion of the vacated term.

Section 506. Prohibitions.

- (a) The City Auditor shall not hold any compensated appointive City office or City employment during the term of office for which the City Auditor was elected.
- (b) The City Auditor shall not serve as an elected official in any other office in the Commonwealth of Pennsylvania or political subdivision thereof.
- (c) The City Auditor shall not hold any compensated appointed City office or City employment until one year after the expiration of the term for which the City Auditor was elected.

(d) The City Auditor shall not serve as an employee of a municipal authority which is created solely or jointly by the City with one or more political subdivisions until one year after the expiration of the term for which the City Auditor was elected.

(e) A City Auditor who has a financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any sale of land with the City or in any contract with the City, shall immediately make known that interest to Council. A City Auditor who wilfully conceals any such interest shall be guilty of malfeasance in office. Violation of this section with the knowledge expressed or implied of the person or corporation contracting with or making a sale to the City shall render the contract or sale voidable by the City.

FROM DCED – AUDITOR’S GUIDE HANDBOOK

Advisory Role of Elected Auditors

There are differences between professional auditing and the duties of elected auditors. By nature, professional auditing requires the auditor be a person trained in auditing and accounting. An elected municipal auditor is not required to have any training in auditing and accounting. By way of duties, the professional auditor not only examines the financial transactions of the unit, but also has a responsibility to recommend improvements in accounting procedures, internal control devices and related fiscal matters. The elected municipal auditor has no responsibility for the financial welfare of the municipality beyond the settlement of the accounts.

Elected auditors are unable to compel installation of adequate accounting methods where they are lacking. They are not required to prepare supporting financial statements nor to adhere to any generally accepted accounting principles. Obviously, this does not imply auditors are powerless in enforcing their findings where corrections are found necessary. The various codes provide that auditors may employ an attorney to assist in settling agreements. Furthermore, the auditors have the power to surcharge individual officers of the municipality for any balances found due. Auditors also have a power of subpoena to compel the attendance of witnesses and the production of necessary evidence.

These powers, properly used, constitute an effective office for insuring the financial affairs of a municipality are carried out in a legal manner. The powers available become less clear, however, with regard to making management recommendations to improve an otherwise legitimate method of operation. We suggest that the elected auditor take an advisory role in the improvement of municipal financial procedures as deemed appropriate. The elected auditors should, however, be reasonably certain that their position is valid since they can at times be personally responsible for the results of their work and recommendations. Any recommendations for operating improvements should therefore be properly developed and checked with knowledgeable municipal personnel prior to making them public.

Recommendations and related findings should include:

1. An explanation of the problem that exists.
2. The reason that the existing condition has a negative effect on the operation of the municipality.
3. The reason for the condition existing. This may include explanations provided by the municipality.

4. A discussion of the solutions to good business practice, laws, regulations.
5. Recommendation for operating improvements. It is suggested that any findings and recommendations be submitted in a separate management letter accompanying the Annual Audit and Financial Report. This letter should be addressed to the same parties as the report, should indicate its purpose, and should reference the Annual Audit and Financial Report.

Capital Projects Fund

Purpose of Capital Projects Funds

The capital projects fund is generally used to record the acquisition of major facilities through purchase or construction. These facilities are then used in general government operations. The projects can be financed through debt proceeds, taxes, grants from other governments or transfers from other funds. When projects are funded by way of debt proceeds, these proceeds are included under "other financing sources" in the revenues section of the Audit Report. The debt liability is accounted for separately in the general long-term debt account group. When projects are funded by grants from other governments, the grants are recognized as revenues to the capital projects fund as they are expended for eligible project purposes. Prior to that they are recorded as liabilities. Upon completion, capital assets are recorded in the fixed asset account group.

Audit Objectives

The objective of the audit is to obtain evidence that:

1. The financial statement(s) for capital projects funds are fairly stated.
2. Capital expenditures comply with budgetary, legal, grantor and contractual requirements

Audit Program - Capital Projects Funds

1. Refer to the audit programs for cash, investments, receivables, payables, transfers, revenues and expenditures in Sections 3, 4 and 6.
2. If projects are funded through grants from other governments, review any grant agreements to determine any contract terms the governmental unit must meet and test these if material.
3. Consider inspecting capital projects in process to verify their existence.

ALLENTOWN CHARTER

ARTICLE IV **CITY CONTROLLER**

SECTION 401 ELECTION AND TERMS

The election of the City Controller shall be held in municipal elections in the manner provided by law. The term of office of the City Controller shall be four (4) years commencing the first Monday in January after the election.

SECTION 402 ELIGIBILITY

The candidate for City Controller shall be a registered voter of the City and shall continue to reside in the City throughout the term of office. The City Controller elected at the first election under this Charter shall receive an annual salary of \$49,892. All future increases or decreases in the City Controller's salary shall be by referendum.

SECTION 403 RESPONSIBILITY

The City Controller shall:

- A. Have financial oversight of City finances, independent of the Executive and Legislative branches and shall review all expenditures of the Mayor, City Council and City Boards, Commissions and Agencies;
- B. Review the Annual Budget before approval by City Council, and make nonbinding recommendations to the Mayor and to City Council for consideration, if he or she deems it necessary;
- C. Be present or represented at all Council meetings;
- D. Perform specific audits of City finances from time to time as requested by the Mayor or by City Council;
- E. Report, to the Mayor and to City Council, on the progress of the implementation of any recommendations as found in the Annual Audit and Management Letter;
- F. Assist in all audits conducted by independent auditors;
- G. Assure the accurate and timely completion and submittal of audit reports along with appropriate follow-up recommendations;
- H. Furnish to City Council, the Mayor, and others, as appropriate, periodic reports of audits conducted;

- I. Interpret and communicate audit policies and procedures to all City management and staff;
- J. Direct internal financial security and loss investigation activities;
- K. Prepare an annual budget for the office of City Controller and operate the office of City Controller within approved budget limitations; and
- L. Issue any subpoenas in order to fulfill the duties and responsibilities of the office of City Controller.

ALLENTOWN ADMINISTRATIVE CODE

ARTICLE 131 CITY CONTROLLER

131.01 Election and Terms

131.02 Eligibility

131.03 Responsibility

131.04 Forfeiture of Office

131.05 Vacancy

131.06 Prohibitions

131.07 Bond Required

131.08 Accounts and Reports

131.09 Appointment of Acting Controller; Powers, Duties and Liability

131.01 ELECTION AND TERMS

The election of the City Controller shall be held in municipal elections in the manner provided by law. The term of office of the City Controller shall be four (4) years commencing the first Monday in January after the election. (Art. IV, §401)

131.02 ELIGIBILITY

The candidate for City Controller shall be a registered voter of the City and shall continue to reside in the City throughout the term of office. The City Controller elected at the first election under this Charter shall receive an annual salary of \$49,892. All future increases or decreases in the City Controller's salary shall be by referendum. (Art. IV, §402)

131.03 RESPONSIBILITY

HARRISBURG WEBSITE

Harrisburg City Controller

[Comments](#)[Posts](#)

--

General Information

The office of the Controller is an autonomous Office of City Government headed by the City Controller, an independently elected official. This office is responsible for the review and approval of all expenditures and obligations of the City.

Performing the internal audit function requires that all purchase orders, warrants, contracts and agreements be reviewed for compliance with the Third Class City Code, other state laws, City of Harrisburg administrative policies and City ordinances. The signature of the Controller is a legal requirement on all of the aforementioned documents. This office also issues monthly financial reports to the Mayor and City Council which analyze revenues and expenditures for all budgeted funds.

Mission Statement

The mission of our office is to ensure the fiscal health of the City of Harrisburg by advising the general public, City Council and Mayor of the City's financial condition. We believe transparency in government is an essential tool to fiscal health and are committed to providing it to all. It is our duty to monitor and enforce the annually adopted budget, perform necessary audits and assure that all expenditures are correct and appropriately authorized. In the course of performing our duties we strive to improve the efficiency and effectiveness of city government in general.

For information on how to contact us and other city officials please visit the [Contact Us](#) page.



Daniel C. Miller, MBA, CPA, is the founder of Miller Dixon Drake PC. During the past twenty-five years he has concentrated his services in accounting, tax preparation and small business consulting. Prior experience included financial accounting with both a "big eight" accounting firm and Fortune 500 corporation. He has prepared thousands of individual income tax returns and worked with hundreds of small businesses. Mr. Miller has spoken on management, financial planning and income tax matters and has participated in seminars and lectures throughout Central Pennsylvania. He has worked with a variety of organizations, including a large number of physician and dental practices. He has taught scores of QuickBooks accounting seminars produced by Miller Dixon Drake in cities all over the east coast and as far west as Cincinnati. Mr. Miller is a member of the American Institute of Certified Public Accountants and the Pennsylvania Society of Public Accountants. He received his B.S. in Accounting from Elizabethtown College and his Masters in Business Administration (MBA) from the Pennsylvania State University, University Park. He has served on many community organizations Board of Directors including the Dauphin County General Authority. Mr. Miller was elected to Harrisburg City Council in November 2005 and served as Vice President in 2008 and 2009. In November 2009 he was elected Harrisburg City Controller, for a four year term that began in January 2010. In October 1990 Mr. Miller was fired from his Camp Hill, PA CPA job "for being gay". After founding his own firm to which many clients followed him, he was sued by his previous employer. This lawsuit was of national interest, finally being appealed to the U.S. Supreme Court. The New Yorker published a comprehensive article on his plight in June 1994. Mr. Miller currently resides in Harrisburg, PA with his partner of twenty years and their son.

[The New Yorker: Dan Miller Feature Article](#)

William P. Leinberger, CMA, CFM, began his tenure with the City of Harrisburg in 1999 as the City's Accounting and Financial Reporting Systems Manager in the Accounting Office. This position was responsible for cash flow planning related to payroll, debt service, and operations; Maintaining and adjusting the City's ledger accounts, including all year-end adjustments; Coordinating the annual audit with the external auditing firm; Preparing the annual State Liquid Fuels report; Calculating the City's annual Minimum Municipal Obligation for three pension plans; Preparing the annual Debt Statement; Preparing the annual Auditor General Municipal Pension and Fire Relief forms; Preparing the annual Public Utility Realty Tax Act filing; The Unclaimed Property report; Fixed asset reporting; and the year-end IRS Form 1096 filing. Mr. Leinberger was promoted to the position of Finance Director, reporting directly to the Business Administrator. While maintaining his responsibilities as the Accounting and Financial Reporting Systems Manager, he also had responsibility for the Department of Administration's Budget Office and Purchasing Office, while working closely with the Treasurer's Office. This position played an integral role in creating and coordinating the annual budget, the Mid-Year budget projections, year-end reallocation plan and budgetary control through the City's encumbrance system. In January of 2010, Mr. Leinberger assumed the position Chief Deputy Controller for the City of Harrisburg. He hopes to utilize his prior fiscal experience to fulfill the Controller's Office mission of "ensuring the fiscal health of the City of Harrisburg by advising the general public, City Council, and Mayor of the City's financial condition".



Mr. Leinberger has also served the public as a Tax Examiner for the Internal Revenue Service at the Philadelphia Service Center and as a Fiscal Associate for the State of Maryland, Carroll County Health Department. He has also worked in the private sector for a regional banking institution performing the investment accounting and Securities and Exchange Commission reporting. He received his Bachelor of Science degree from Pennsylvania State University with a major in Professional Accountancy.



Rosemarie Witmer fulfills the position of Auditor within the Controller's office. Her 32 years of experience in the City Controller's office are invaluable. She performs many duties and is most involved with reviewing expenditures to ascertain accuracy, appropriateness and proper authorization.

- A. Have financial oversight of City finances, independent of the Executive and Legislative branches and shall review all expenditures of the Mayor, City Council and City Boards, Commissions and Agencies;*
- B. Review the Annual Budget before approval by City Council, and make nonbinding recommendations to the Mayor and to City Council for consideration, if he or she deems it necessary;*
- C. Be present or represented at all Council meetings;*
- D. Perform specific audits of City finances from time to time as requested by the Mayor or by City Council;*
- E. Report, to the Mayor and to City Council, on the progress of the implementation of any recommendations as found in the Annual Audit and Management Letter;*
- F. Assist in all audits conducted by independent auditors;*
- G. Assure the accurate and timely completion and submittal of audit reports along with appropriate follow-up recommendations;*
- H. Furnish to City Council, the Mayor, and others, as appropriate, periodic reports of audits conducted;*
- I. Interpret and communicate audit policies and procedures to all City management and staff;*
- J. Direct internal financial security and loss investigation activities;*
- K. Prepare an annual budget for the office of City Controller and operate the office of City Controller within approved budget limitations; and*
- L. Issue any subpoenas in order to fulfill the duties and responsibilities of the office of City Controller. (Art. IV, §403)*
- M. The City Controller shall maintain an encumbrance system of budget operation. He or she shall receive from the Director of Finance and department heads such information regarding City properties and obligations and City income and expenditures as deemed necessary to carry out these duties. The Controller shall furnish the Director of Finance, other department heads and Council a report concerning these matters at least monthly and at such other times as he the Controller deems necessary. (12497 §1 1/20/82)*
- N. The City Controller shall review all warrants for the expenditure of City monies and, if satisfied that such expenditures are within the budget allotment pertaining thereto, shall sign such warrants before they are presented to the City Treasurer for payment. In so doing, the Controller shall also preaudit all claims and demands against the City prior to payment and shall approve warrants for payment thereof only if satisfied that such payment is in accordance with law. (11787 §502 1/20/70)*

CITY OF READING
PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
PUBLIC WORKS:			
0107144501 Gas	472,996.00	208,255.15	44%
0107144503 Repair Parts	185,000.00	50,006.90	27%
0107144216 Contracted Services	129,000.00	17,431.78	14%
0107144500 Vehicle Supplies	20,000.00	7,604.67	38%
0107144502 Tires and Tubes	-	5,368.28	#DIV/0!
0107144755 Repairs to Damaged Property	24,000.00	1,460.00	6%
0107144528 Small tools	5,000.00	914.40	18%
0107144504 Uniforms	4,000.00	445.59	11%
	839,996.00	291,486.77	35%
0107244101 Light & Power	130,000.00	40,238.35	31%
0107244409 Maint/Repair Street Lights	65,000.00	26,777.70	41%
0107244408 Maint/Repair Traffic Signals	50,000.00	18,128.37	36%
0107244412 Maint/Repair Signs & Paint	10,000.00	5,545.41	55%
0107244407 Maintenance/Repairs Property	25,000.00	3,596.66	14%
0107244216 Contracted Services		2,928.38	6%

	50,000.00		
	330,000.00	97,214.87	29%
0107504203 Rentals/Lease	255,000.00	89,000.00	35%
0107504317 Dues	1,000.00	75.00	8%
0107504307 Conferences/Training	1,500.00	12.10	1%
	257,500.00	89,087.10	35%
0107524216 Contracted Services	18,500.00	98.48	1%
0107714401 Maintenance/Repair Building	29,100.00	4,850.07	17%
0107714216 Contracted Services	40,000.00	2,770.21	7%
0107714514 Botanical Supplies	6,000.00	725.09	12%
0107714317 Dues	300.00	670.00	223%
	75,400.00	9,015.37	12%
0107734216 Contracted Services	3,000.00	1,200.00	40%
0107734200 Advertising	500.00	150.00	30%
0107734700 Travel Expense	1,000.00	14.44	1%
	4,500.00	1,364.44	30%
0107744101 Light & Power	450,000.00	125,979.59	28%
0107744216 Contracted Services	235,000.00	125,617.99	53%
0107744100 Fuel	100,000.00	80,524.84	81%
0107744133 Gas-Utilities	130,000.00	70,029.56	54%
0107744104 Telephone	260,000.00	60,950.43	23%

0107744505 Janitorial Supplies	45,000.00	8,518.94	19%
0107744402 Maintenance/Repair Equipment	135,000.00	8,081.39	6%
0107744403 Stadium Commission Capital	5,000.00	5,000.00	100%
0107744405 Maintenance Supplies	50,000.00	4,764.58	10%
0107744203 Rentals/Lease	1,000.00	211.72	21%
	1,411,000.00	489,679.04	35%
Salaries	1,553,400.00	344,472.88	22%
Fringe Benefits	702,770.00	122,765.17	17%
Temporary Wages	271,660.00	58,464.28	22%
Overtime	75,000.00	16,755.53	22%
General Plant Supplies	84,400.00	7,445.53	9%
Totals	5,624,126.00	1,527,849.46	27%

CITY OF READING
PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
POLICE:			
0108284203 Rentals/Lease	16,440.00	5,820.00	35%
0108284411 Maintenance Agreements	8,750.00	5,548.74	63%
0108284510 General Plant Supplies	40,000.00	683.90	2%
0108284216 Contracted Services	4,500.00	358.60	8%
	69,690.00	12,411.24	18%
0108294510 General Plant Supplies	70,000.00	10,242.06	15%
0108294614 Police Academy	130,000.00	6,348.96	5%
0108294216 Contracted Services	42,287.00	6,314.91	15%
0108294307 Conferences/Training	25,000.00	4,292.50	17%
0108294402 Maintenance/Repair Equipment	20,000.00	2,247.22	11%
0108294203 Rentals/Lease	4,500.00	1,029.00	23%
0108294202 Printing	2,000.00	672.00	34%
0108294317 Dues	310.00	150.00	48%
0108294411 Maintenance Agreements		63.60	1%

	5,000.00		
	299,097.00	31,360.25	10%
0108304016 Temporary Wages	375,000.00	76,757.81	20%
0108304803 Vehicles	230,000.00	32,102.90	14%
0108304504 Uniforms	90,000.00	12,401.70	14%
0108304020 Settlement	-	3,873.00	#DIV/0!
0108304510 General Plant Supplies	40,000.00	3,550.70	9%
0108304216 Contracted Services	4,000.00	863.03	22%
0108304402 Maintenance/Repair Equipment	2,500.00	190.00	8%
	741,500.00	129,739.14	17%
0108314317 Dues	8,735.00	7,300.00	84%
0108314222 Consulting Services	25,000.00	6,992.00	28%
0108314216 Contracted Services	5,000.00	1,684.75	34%
0108314504 Uniforms	3,500.00	1,622.00	46%
0108314411 Maintenance Agreements	3,000.00	639.87	21%
0108314510 General Plant Supplies	4,800.00	133.84	3%
	50,035.00	18,372.46	37%
0108364210 Abatement	-	11,862.34	#DIV/0!
0108364307 Conferences/Training	-	2,430.00	#DIV/0!
0108364016 Temporary Wages	-	1,778.00	#DIV/0!
0108364739 Contingencies	-	120.00	#DIV/0!
	-		

16,190.34

Salaries plus Holiday Pay	13,908,626.00	3,158,414.76	23%
Fringe Benefits	4,243,193.00	561,091.55	13%
Overtime	1,019,985.00	306,779.04	30%
Longevity	420,161.00	84,867.94	20%
Total	20,752,287.00	4,319,226.72	21%

CITY OF READING
PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
FIRE:			
0109324216 Contracted Services	10,000.00	21,039.24	210%
0109324101 Light & Power	12,000.00	6,437.40	54%
0109324235 Fees	19,554.00	2,878.73	15%
0109324003 Uniform/Clothing Allowance	3,500.00	1,750.00	50%
0109324308 Subscriptions	2,060.00	947.40	46%
0109324510 General Plant Supplies	8,500.00	317.54	4%
0109324317 Dues	250.00	204.00	82%
	55,864.00	33,574.31	60%
0109334208 Training	41,250.00	14,153.00	34%
0109334307 Conferences/Training	3,500.00	2,677.48	76%
0109334003 Uniform/Clothing Allowance	2,800.00	1,400.00	50%
0109334772 Canteen Contribution	950.00	927.00	98%
0109334317 Dues	1,300.00	435.00	33%
0109334510 General Plant Supplies		164.35	5%

	3,600.00		
0109334802 Machinery and Equipment	3,000.00	48.49	2%
	56,400.00	19,805.32	35%
0109344003 Uniform/Clothing Allowance	98,000.00	30,800.00	31%
0109344802 Machinery and Equipment	55,000.00	9,552.27	17%
0109344402 Maintenance/Repair Equipment	60,000.00	5,607.03	9%
	213,000.00	45,959.30	22%
0109354522 Medical/Surgical Supplies	60,000.00	15,242.40	25%
0109354003 Uniform/Clothing Allowance	20,300.00	10,150.00	50%
0109354201 Communications-Medical	10,000.00	3,305.00	33%
0109354222 Consulting Services	6,000.00	2,000.00	33%
0109354525 Minor Capital Equipment	53,200.00	1,198.00	2%
0109354104 Telephone	3,100.00	665.90	21%
0109354317 Dues	860.00	650.00	76%
0109354235 Fees	2,160.00	573.53	27%
0109354215 Removal of Infectious Waste	1,000.00	304.00	30%
0109354402 Maintenance/Repair Equipment	5,000.00	219.79	4%
0109354308 Subscriptions	365.00	215.80	59%
0109354802 Machinery and Equipment	10,000.00	40.27	0%
	171,985.00	34,564.69	20%

Salaries & Holiday Pay	7,532,649.00	1,711,788.38	23%
Overtime	981,500.00	466,215.87	48%
Fringe Benefits	2,378,556.00	467,986.91	20%
Longevity	198,985.00	69,075.90	35%
Totals	11,588,939.00	2,848,970.68	25%

CITY OF READING
PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
COMMUNITY DEVELOPMENT:			
0110174002 Longevity	375.00	840.00	224%
0110174200 Advertising	1,500.00	290.70	19%
0110174202 Printing	-	70.28	#DIV/0!
	1,875.00	1,200.98	64%
0110364210 Abatement	90,000.00	4,919.15	5%
0110364216 Contracted Services	-	2,646.00	#DIV/0!
0110364510 General Plant Supplies	500.00	456.71	91%
0110364739 Contingencies	-	424.20	#DIV/0!
0110364200 Advertising	1,000.00	88.20	9%
	91,500.00	8,534.26	9%
0110374235 Fees	15,000.00	5,400.60	36%
0110374016 Temporary Wages	-	5,382.50	#DIV/0!
0110374200 Advertising	12,000.00	2,016.80	17%
	27,000.00	12,799.90	47%

0110384226 UCC Ed and Training Fee	10,000.00	2,528.00	25%
0110384307 Conferences/Training	3,000.00	1,340.00	45%
0110384530 Mechanical Trades Testing	10,000.00	760.00	8%
0110384317 Dues	500.00	477.00	95%
0110384510 General Plant Supplies	1,000.00	444.00	44%
	24,500.00	5,549.00	23%
0110394216 Contracted Services	10,000.00	8,467.49	85%
0110394016 Temporary Wages	-	1,991.25	#DIV/0!
	10,000.00	10,458.74	105%
Salaries	1,653,916.00	263,837.69	16%
Fringe Benefits	645,318.00	83,741.28	13%
Totals	2,454,109.00	505,018.87	21%

CITY OF READING
PERIOD ENDING 3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
ADMINISTRATION:			
0101014740 Community Promotions	3,500.00	2,113.99	60%
0101014700 Travel Expense	2,000.00	1,918.45	96%
0101014200 Advertising	500.00	298.50	60%
0101014317 Dues	2,000.00	210.00	11%
0101014743 Miscellaneous Expense	750.00	16.36	2%
	8,750.00	4,557.30	52%
0102094016 Temporary Wages	35,500.00	6,354.25	18%
0102094200 Advertising	9,000.00	2,918.90	32%
0102094224 Legal Services	5,000.00	1,777.60	36%
0102094317 Dues	1,800.00	862.60	48%
0102094743 Miscellaneous Expense	2,500.00	231.93	9%
0102094740 Community Promotions	3,000.00	75.00	3%
0102094510 General Plant Supplies	2,000.00	18.08	1%
0102094307 Conferences/Training		15.00	1%

	1,500.00		
	60,300.00	12,253.36	20%
0104064216 Contracted Services	10,000.00	5,972.98	60%
0104064739 Contingencies	1,500.00	5,145.00	343%
0104064317 Dues	-	135.00	#DIV/0!
	11,500.00	11,252.98	98%
0106234411 Maintenance Agreements	555,000.00	208,804.21	38%
0106194213 Collectin Expense - Tax Claim	15,000.00	130,585.47	871%
0106164411 Maintenance Agreements	233,100.00	58,042.99	25%
0106234222 Consulting Services	72,000.00	53,493.85	74%
0106234235 Fees	200,000.00	42,640.58	21%
0106234802 Machinery and Equipment	85,000.00	20,680.68	24%
0106134016 Temporary Wages	-	13,227.50	#DIV/0!
0106164203 Rentals/Lease	27,800.00	10,434.14	38%
0106234307 Conferences/Training	25,000.00	5,424.19	22%
0106414104 Telephone	-	4,545.00	#DIV/0!
0106164200 Advertising	11,000.00	4,471.22	41%
0106194002 Longevity	1,120.00	4,420.00	395%
0106164510 General Plant Supplies	20,000.00	4,348.81	22%
0106164506 Office Supplies	45,000.00	3,119.04	7%
0106184222 Consulting Services	-	3,000.00	#DIV/0!
0106164016 Temporary Wages	22,250.00	1,446.12	6%

0106184510 General Plant Supplies	1,200.00	465.20	39%
0106134317 Dues	700.00	426.00	61%
0106224509 Postage	-	400.00	#DIV/0!
0106194200 Advertising	1,000.00	375.75	38%
0106164402 Maintenance/Repair Equipment	1,500.00	373.02	25%
0106164317 Dues	310.00	215.00	69%
0106184317 Dues	250.00	214.00	86%
	1,317,230.00	571,152.77	43%
0111224509 Postage	65,000.00	21,015.49	32%
0111114216 Contracted Services	10,000.00	13,448.00	134%
0111114235 Fees	40,900.00	3,154.30	8%
0111224402 Maintenance/Repair Equipment	7,500.00	2,200.00	29%
0111114444 Drug & Alcohol Testing	5,500.00	2,087.00	38%
0111114200 Advertising	3,000.00	1,880.20	63%
0111114739 Contingencies	500.00	407.65	82%
	132,400.00	44,192.64	33%
0112254216 Contracted Services	117,200.00	84,924.85	72%
0112124224 Legal Services	150,000.00	20,017.56	13%
0112124216 Contracted Services	15,000.00	7,527.48	50%
0112124229 Cost/Liens/Etc	6,500.00	1,843.21	28%

0112124307 Conferences/Training	2,000.00	1,155.00	58%
0112124308 Subscriptions	750.00	125.00	17%
	291,450.00	115,593.10	40%
0113634002 Longevity	2,240.00	1,190.00	53%
0114914908 Prescription Insurance	-	423,866.53	#DIV/0!
0114914913 Social Security	-	205,300.27	#DIV/0!
0114914783 Interest - GOB Series 2008 D	608,582.00	150,621.66	25%
0114914909 Dental Insurance	-	134,162.92	#DIV/0!
0114914770 Humane Society	123,528.00	123,528.00	100%
0114914906 Medicare	-	118,881.21	#DIV/0!
0114914743 Miscellaneous Expense	-	96,659.28	#DIV/0!
0114914781 Interest - GOB Series 2008 C	682,728.00	56,684.93	8%
0114914907 Unemployment Compensation	475,000.00	36,855.43	8%
0114914319 PA League of Cities	30,000.00	31,933.14	106%
0114914741 Administrative Expenses	30,000.00	26,660.57	89%
0114914777 Charter Review Board	20,000.00	19,781.72	99%
0114914910 Vision Insurance	-	16,992.05	#DIV/0!
0114914904 Life Insurance	-	14,286.85	#DIV/0!
0114914780 Civil Service Board	-	12,947.22	#DIV/0!
0114914774 Reading Did	48,000.00	12,000.00	25%
0114914911 Penny Fund	-	7,500.00	#DIV/0!
0114914223 Audits	95,000.00	6,000.00	6%
0114914740 Community Promotions	25,000.00	5,015.25	20%

0114914966 Bond Expenses	-	1,200.00	#DIV/0!
	2,137,838.00	1,500,877.03	70%
0117914776 Board of Ethics	2,500.00	445.00	18%
Salaries	3,172,143.00	670,468.29	21%
Fringe Benefits	1,324,115.00	147,587.29	11%
Totals	8,460,466.00	3,079,569.76	36%

CITY OF READING
PERIOD ENDING
3/31/11

CATEGORY/ACCOUNT	BUDGET	TOTAL EXPENDITURES YTD	PERCENTAGE OF BUDGET
RECYCLING/TRASH:			
5607464214 Collection Expense	1,286,085.00	319,667.12	25%
5607464000 Salaries	469,406.00	89,684.52	19%
5607464900 Fringe Benefits	215,336.00	15,327.41	7%
5607464016 Temporary Wages	70,000.00	12,454.46	18%
5607464216 Contracted Services	55,000.00	10,642.50	19%
5607464908 Prescription Insurance	-	10,171.00	#DIV/0!
5607464006 Overtime	2,500.00	7,981.23	319%
5607464510 General Plant Supplies	15,000.00	4,567.36	30%
5607464909 Dental Insurance	-	2,322.09	#DIV/0!
5607464506 Office Supplies	3,000.00	937.00	31%
5607464501 Gas	-	893.54	#DIV/0!
5607464509 Postage	24,000.00	555.00	2%
5607464910 Vision Insurance	-	258.45	#DIV/0!
5607464212 Collection (Portnoff) Expense	20,000.00	225.00	1%
5607464904 Life Insurance	-	130.35	#DIV/0!
5607464202 Printing	10,000.00	123.71	1%
		475,940.74	22%

	2,170,327.00		
5607474216 Contracted Services	2,758,879.00	672,485.30	24%
5607474000 Salaries	85,247.00	18,720.35	22%
5607474736 Tipping Fees	80,000.00	12,623.19	16%
5607474900 Fringe Benefits	38,166.00	2,544.36	7%
5607474006 Overtime	-	2,067.02	#DIV/0!
	2,962,292.00	708,440.22	24%
Total	5,132,619.00	1,184,380.96	23%

Chapter	No.	Initiative	Due Date	Priority	Tracking	Tracking	Completion
Plan Implementation	PI01	Implementation Committee Meetings - Council reps, Admin & Act 47 Coordinator	N/A	0			0
Plan Implementation	PI02	Deploy Implementation Action Teams - Council reps, Admin & Act 47 Coordinator	N/A	0			0
Plan Implementation	PI03	Establish a Citizens Advisory Committee - see Cod Ords - Chapter 1 Part 5 E	N/A	2			0
Plan Implementation	PI04	Create a loaned executive program	N/A	2			0
Plan Implementation	PI05	Publish a performance measurement report to Mayor, Council, Act 47 Coordinator	Quarterly	21			0
Plan Implementation	PI06	Increase participation in regional organizations	N/A	3			0
Plan Implementation	PI07	Create teams to study authority and joint working options	N/A	21			0
Debt	DS01	Unfunded debt transaction	N/A	13			Nov-10
Debt	DS02	Terminate the swap agreement on the 2002 CABs	Jul 21 2010	14			0
Debt	DS03	Terminate the 2008 Swap Agreement	Eval monthly	3			0
Debt	DS04	Discontinue use of scoop refunding; require Coordinator approval of debt transactions	N/A	2			0
Debt	DS05	Explore alternative approaches to wastewater capital funding	N/A	2			0
Debt	DS06	Adopt and comply with debt policies reports to Council and Admin	N/A	2	Dec-10		0
Workforce	WF01	Use professional assistance for labor negotiations	N/A	11			0
Workforce	WF02	Establish a labor/management committee for all employee groups	N/A	2			Ongoing
Workforce	WF03	Limit new contract enhancements	N/A	16			0

Workforce	WF04	Eliminate FOP expenditure reduction bonus provision	Jan 1 2011	3			0
Workforce	WF05	Eliminate free employee parking	N/A	13		Mgmt & 1st level Jan 2010	
Workforce	WF06	Ensure future collective bargaining agreements remain compliant with Recovery Plan	N/A	16			0
Workforce	WF07	Three year wage and step freeze	Jan 1 2011	18			0
Workforce	WF08	Three year wage and step freeze for first level supervisors (AFSCME 3799)	Jan 1 2011	12			0
Workforce	WF09	Reduce management salaries by 2.5% in 2011	Jan 01 2011	18			0
Workforce	WF10	New pay scale for new police officers	Dec 31 2012	3			0
Workforce	WF11	New pay scale for new firefighters	Jan 1 2011	16			0
Workforce	WF12	Freeze longevity pay and eligibility	Jan 1 2011	16			0
Workforce	WF13	Reduce holidays from 14 to 10	Jan 1 2011	12		Mgmt Jan 2010	0
Workforce	WF14	Retain the right to use furlough days	2011-14	13			0
Workforce	WF15	Adjust overtime eligibility thresholds to reflect hours actually worked	N/A	16			0
Workforce	WF16	Reduce vacation leave	N/A	16			0
Workforce	WF17	Reduce sick leave allotments	N/A	16			0
Workforce	WF18	Amend sick leave incentive program	N/A	16			0
Workforce	WF19	Improve sick leave monitoring	N/A	16			0

Workforce	WF20	Court-related overtime reduction strategy	Jan 1 2012	2			0
Workforce	WF21	Amend IAFF overtime calculation to reflect Fire Department shift change	Jan 1 2011	16			0
Workforce	WF22	Adjust IAFF minimum overtime provision	N/A	16			0
Workforce	WF23	Remove disincentive for mutual aid use from IAFF agreement	Dec 31 2010	16			0
Workforce	WF24	Redesign employee health care	2011-12	11		Mgmt & 1st level Jan 2010	0
Workforce	WF25	Contain post-retirement healthcare costs	N/A	12			0
Workforce	WF26	Other health care cost containment measures	Sept 30 2010	2			0
Workforce	WF27	Enhance light-duty program	N/A	3			0
Workforce	WF28	Retain flexibility to fill vacant positions after six months	N/A	16			0
Workforce	WF29	Improve flexibility to assign qualified firefighters to duties as needed	N/A	16			0
Workforce	WF30	Review and restructure fire academy training	N/A	16			0
Workforce	WF31	Change first step of grievance process	N/A	16			0
Pension	PN01	Take advantage of Act 44 remedies	2011-12	11			0
Pension	PN02	Deposit 2007 unpaid MMO obligations	N/A	13			Dec-10
Pension	PN03	Do not provide benefits which exceed those allowed by the Third Class City Code	N/A	3			0
Pension	PN04	Comply with the Internal Revenue Code	Jan 31 2011	12			0

Pension	PN05	Eliminate overtime from firefighter pension benefit calculation for new hires	N/A	16			0
Pension	PN06	Eliminate the DROP program	N/A	16			0
Pension	PN07	Explore creation of a new, less expensive defined benefit plan for new employees	Dec 31 2010	11			0
Pension	PN08	Make a portion of the annual City pension contribution earlier in the year	N/A	2			0
Pension	PN09	Explore a defined contribution plan for retiree medical costs	N/A	3			0
Pension	PN10	Eliminate City contribution to retiree life insurance for new hires	N/A	16			0
Mayor's Office	OM01	Work with City Council to modify and revise City ordinances as necessary to implement the Recovery Plan	N/A	5			0
City Council and City Clerk	CC01	Modify and revise City ordinances as necessary to implement the Recovery Plan	N/A	5			0
City Council and City Clerk	CC02	Hold annual town hall meeting on City's progress	June 30 2011	5			0
City Auditor	CA01	Support Recovery Plan implementation and the external audit process	N/A	5			0
City Auditor	CA02	Establish process for coordinating and responding to external audits	N/A	2			0
City Auditor	CA03	Complete post project completion audits for capital work	N/A	2			0
Finance	FI01	Cash flow reporting and monitoring, monthly rept to Council, Mayor Act 47 Coordinator	N/A	11			Sep-10
Finance	FI02	Develop annual budget document	Oct 1 2010	18			0
Finance	FI03	Create a system to charge back expenses to departments	N/A	2			0
Finance	FI04	Quarterly financial reporting	N/A	14			0

Finance	FI05	Strengthen procurement controls	July 21 2010	14			1
Finance	FI06	Establish process for coordinating and responding to external audits	N/A	5			0
Finance	FI07	Fund balance policies	Dec 2010	2			0
Finance	FI08	Transfer tax collection duties to other entities	Jan 1 2011	12			Jan-10
Finance	FI09	Eliminate the Reading Call Center or equivalent level of costs	Jan 1 2011	18			Jan-10
Finance	FI10	Centralize billing and other administrative functions	N/A	18			Jan-10
Finance	FI11	Reduce manual processes	N/A	5			0.25
Finance	FI12	Citywide 7.5 percent reduction in non-personnel expenses (retain 2011 spending levels in 2012)	Jan 1 2011	18			0
Finance	FI13	Monitor and manage utility services	Dec 31 2010	5			0
Finance	FI14	Develop a performance management system	N/A	2			0
Information Technology	IT01	Move information technology support for the Police Department to Berks County	Dec 31 2010	2			0
Information Technology	IT02	Help other departments improve their use of technology; rept Mayor Council & Coordinator	Aug 20 2010	11			0.5
Information Technology	IT03	Pursue shared services for information technology	N/A	2			0
Capital Improvement Plan	CB01	Create an annual CIP document	N/A	3			0
Capital Improvement Plan	CB02	Increased involvement in CIP process from City departments	N/A	3			0
Capital Improvement Plan	CB03	Enhance communication between City and utilities	N/A	3			0

Capital Improvement Plan	CB04	Capital budget financing	N/A	3			0
Human Resources	HR01	Establish a first source employment referral system	Jan 1 2011	14			0
Human Resources	HR02	Complete a City-wide job study and update job descriptions	Jan 1 2012	3			0
Human Resources	HR03	Establish performance review process	N/A	2			0
Human Resources	HR04	Strengthen employee training	Sept 30 2010	2			0
Human Resources	HR05	Continue to create apprenticeship and internship opportunities	N/A	2			0
Human Resources	HR06	Study span of control	N/A	3			0
Human Resources	HR07	Outsource payroll processing	N/A	15			0
Human Resources	HR08	Develop a performance management system	N/A	2			0
Insurance and Risk Management	RM01	Establish policies to review employee driving records	N/A	2			0
Insurance and Risk Management	RM02	Attain damage estimates to improve cost recovery	Dec 31 2010	2			0
Insurance and Risk Management	RM03	Review excess liability coverage	N/A	2			0
Insurance and Risk Management	RM04	Update insurance specifications	N/A	3			0
Human Relations	HC01	Review HRC staffing	N/A	3			0
Law	LW01	Manage and reduce the use of outside counsel	Dec 31 2011	22			0
Law	LW02	Review all statutes, ordinances & resolutions to ascertain which boards need to retain their own counsel	N/A	2			0

Law	LW03	Implement a time tracking system	N/A	2			0
Law	LW04	Use professional assistance for labor relations activities	N/A	11			0
Reading Public Library System	RL01	Participate in restructuring the Reading Public Library ; Council Pres & Man Director	N/A	5			0
Fire	FD01	Change current shift schedule	Dec 31 2010	16			0
Fire	FD02	Restructure EMS Basic Life Support (BLS) unit staffing plan	Jan 1 2011	16			0
Fire	FD03	Establish part-time EMS positions to address vacancies and planned stand-by events	Jan 1 2011	16			0
Fire	FD04	Implement an engine company inspection program	Jan 1 2011	15			0
Fire	FD05	Evaluate potential for further consolidation of fire stations	RFP 2012	3			0
Fire	FD06	Adjust false alarm ordinance to more accurately reflect costs	Jan 1 2011	15		Bill 40-2010	Complete
Fire	FD07	Implement an emergency response fee	Jan 1 2011	3			0
Fire	FD08	Improve department use of technology rept to Mayor Council & Coordinator	Jan 1 2012	3			0
Fire	FD09	Pursue joint ladder purchase and other intergovernmental cooperation initiatives	N/A	3			0
Fire	FD10	Develop a performance management system	N/A	2			0
Police	PD01	Continue discussions with the County regarding the transfer of emergency 911 dispatch functions	N/A	11			0
Police	PD02	Reduce headcount in 2012	Jan 1 2012	3			0
Police	PD03	Explore regional alternatives to City bomb squad	N/A	2			0

Police	PD04	Other intergovernmental cooperation	N/A	2			0
Police	PD05	Discontinue leasing patrol vehicles	Jan 1 2011	2			0
Police	PD06	Improve cost recovery for extra duty overtime	Jan 1 2011	2			0
Police	PD07	Full cost recovery for officers assigned to Reading Housing Authority properties	Jan 1 2011	2			Dec-10
Police	PD08	Burglar alarms	Jan 1 2011	3		Bill 41-2010	Complete
Police	PD09	Establish Arson Investigation Task Force with Fire Department	N/A	2			0
Police	PD10	Track overtime expense by category	Jan 1 2011	12			0
Police	PD11	Develop a performance management system	N/A	2			0
Public Works	PW01	Review City fleet policies, practices, and needs	N/A	2			0
Public Works	PW02	Create a comprehensive vehicle list	July 30 2010	14			0
Public Works	PW03	Explore opportunities for fleet maintenance contracts with neighboring jurisdictions	Jan 1 2011	2			0
Public Works	PW04	Initiate auction/E-Bay sale of surplus vehicles and equipment in-lieu of trade-in	Dec 31 2010	2			0
Public Works	PW05	Develop a multi-jurisdictional vehicle and equipment organization	Jan 1 2011	3			0
Public Works	PW06	Initiate second shift at Garage for routine maintenance	Dec 31 2010	3			0
Public Works	PW07	Purchase and implement use of fleet management software	Dec 31 2010	2			0
Public Works	PW08	Charge back of all fleet expenses to all Departments; create service agreements	N/A	3			0

Public Works	PW09	Explore a public works apprenticeship program	N/A	3			0
Public Works	PW10	Evaluate possible contract maintenance of all parks	RFP 2010	2		PW Committee	0
Public Works	PW11	Evaluate minor park use and consider alternative management, use, or disposal of underused parks	Dec 31 2010	3		HPO Project	0
Public Works	PW12	Combine the Parks and Property Maintenance divisions	Jan 1 2011	2			0
Public Works	PW13	Transfer the Engineering division to the PW Administration division	N/A	3			Complete
Public Works	PW14	Maintain transfers from the Sewer Fund	N/A	5			0
Public Works	PW15	Establish and enforce a utility cut permit program	Jan 1 2011	3			0
Public Works	PW16	Improve department use of technology	Aug 30 2010	2			0
Public Works	PW17	Continue to explore establishing Rdg Recreation Commission, see Cod Ords Chapter 1 Part 5 K	N/A	3		Underway	0
Public Works	PW18	Develop a Performance Management System	N/A	2			0
Public Works	PW19	Create a City Stormwater Utility	N/A	2			0
Public Works	PW20	Evaluate special assessment charge system to recover street expenditures	Jan 1 2011	3			0
Public Works	PW21	Resolve public/private ownership of street lighting system and apply uniformly	Jan 1 2011	3			0
Public Authorities	PA01	Negotiate additional annual payment from RAWA	Nov 30 2010	11			Dec-10
Public Authorities	PA02	Establish an annual payment from RPA	Nov 30 2010	11			Nov-10
Public Authorities	PA03	Explore options for authority provision of services	N/A	11			0

Public Authorities	PA04	Explore transfer of RAWA City employees to RAWA	N/A	11			0
Community Development	CD01	Schedule additional Zoning Board hearings to eliminate backlog this year	Dec 31 2010	13			0
Community Development	CD02	Close out unpaid Community Development loans	Dec 31 2010	2		Underway	0
Community Development	CD03	Improve department use of technology	N/A	2			0
Community Development	CD04	Update comprehensive plan	Dec 31 2011	3			0
Community Development	CD05	Develop a performance management system	N/A	2			0
Property Maintenance Inspection	CE01	Clear rental inspection backlog	Dec 31 2010	13			0
Property Maintenance Inspection	CE02	Implement systematic two-year permitting and inspection program for rental housing	Jan 1 2011	13			0
Property Maintenance Inspection	CE03	Consider expanding shift coverage to evenings and weekends	N/A	13			0
Property Maintenance Inspection	CE04	Improve department use of technology	Aug 31 2010	2			0
Property Maintenance Inspection	CE05	Cross-train Fire Safety and Trades Inspectors	N/A	3			0
Property Maintenance Inspection	CE06	Assemble and systematically deploy code enforcement teams	N/A	2			0
Property Maintenance Inspection	CE07	Increase "no-show" penalty fees for property owners' absent at scheduled inspections	Jan 1 2011	13		Introduced 12-13-10	0
Property Maintenance Inspection	CE08	Consider adding pre-sale housing inspections	N/A	2			0
Property Maintenance Inspection	CE09	Develop a performance management system	N/A	2			0
Housing	HS01	Designate a Designate a Housing Coordinator	Aug 21 2010	12			0

Housing	HS02	Develop a comprehensive housing strategy	Mar 31 2011	13		Underway	0
Housing	HS03	Evaluate use of CDBG funding to ensure it supports the housing strategy	N/A	13			0
Economic Development	ED01	Develop a local economic development partnership and comprehensive strategy	N/A	13		Underway	0
Revenue	RE01	Delinquent tax collection	Dec 31 2010	12		contracts Linebarger/Portnoff	0
Revenue	RE02	Develop Water Fund transfer policy	Jan 1 2011	17			0
Revenue	RE03	Institute PILOT from the Reading Parking Authority (RPA)	Jan 1 2011	11			0
Revenue	RE04	Conduct tax exempt property audit and expand PILOT payments	Jan 1 2011	2			0
Revenue	RE05	Index fees to inflation	Dec 31 2010	5			0
Revenue	RE06	Generate additional revenue through Market Based Revenue Opportunities	July 1 2011	2			0
Revenue	RE07	Establish revenue estimating committee, Admin, Council Pres & Finance Chair	N/A	11		First mtg 9-1	0
Revenue	RE08	Temporarily expand earned income tax; reduce resident rate in 2014	Jan 1 2011	11			0
Revenue	RE09	Property tax increase in 2014	Dec 31 2013	3			0
Revenue	RE10	Failsafe revenue package	N/A	3			0
Revenue	RE11	Explore a change to a Land Value Tax structure	Rept 4 2011	3			0